

TIPS + RECOMMENDATIONS

to create a Digital Portfolio for the application to the BA course in Fashion Design at the Weißensee School of Art Berlin

1. DIGITISING YOUR OWN WORK

Two-dimensional works:

Place your drawings, collages etc. on a white background (cardboard or similar) on the floor in front of a window and photograph them one by one in daylight from above (from a straight bird's eye perspective). This is also possible with a smartphone or tablet/ipad camera.

When taking photos, stand by the window so that you do not cast a shadow on your work. Of course you can also scan your work if you have a scanner at your disposal.

Three-dimensional works:

Objects, items of clothing, embroideries, pottery, sculptures etc. are best photographed against a neutral background (e.g. a white wall) in good lighting conditions (near the window in daylight). If you do not have good daylight conditions, you can also use artificial light. The recommendation then is to use white, cold light.

2. SELECTION AND POST-PROCESSING OF IMAGES

Make a selection of the best photos or scans and place them in a folder on your computer. Name the photos with their name and a number, in the order in which you want them to appear in the folder. (YourName_1, YourName_02, ...)

If you for example want to crop the photos or edit the brightness, you can edit the pictures with the image editing program on your smartphone or tablet or with a free image editing program, such as Gimp: <https://www.gimp.org>

Tutorials for Gimp:

Cropping images for Gimp: <https://www.youtube.com/watch?v=v1Tpl1q1mJc>

Brighten/darken pictures with Gimp: <https://www.youtube.com/watch?v=tkdjUofoWQA>

3. COMPILATION OF THE PICTURES IN A PDF- DOCUMENT TWO ALTERNATIVE WAYS TO BUILD YOUR DIGITAL PORTFOLIO

★ Use of an online PDF tool (simple & sufficient)

- Open the link <https://tools.pdf24.org> and use the free online PDF tool.
- Select the function "Merge PDF".
- Click on "Select files" and select from your computer the folder and then the image files you want to show in your folder. If you press "select", the images will be uploaded automatically.
- The order of the photos can now still be changed with the mouse by "Drag & Drop" (i.e. mark and move). You can also remove or add photos (using the plus sign in the bottom right corner).
- The PDF can be created and downloaded to your own computer by clicking on the "Download" button.

- Please open the generated PDF and check on your computer whether the images are displayed as you wish.
- If not, you can change the PDF or the individual images of the PDF at <https://tools.pdf24.org> under the function "Edit PDF".
- Alternative to tools.pdf24.org: <https://smallpdf.com>
- PDF reader for viewing the PDF: <https://get2.adobe.com/de/reader/>

★ Use of office software

(more complex, but with more options for image size and labelling)

- If you do not have office software on your computer, you can download and install free office software, for example: <https://de.libreoffice.org>
- Alternatives to LibreOffice: https://www.chip.de/artikel/Microsoft-Office-kostenlos-nutzen-und-die-besten-Alternativen_165175249.html
- In LibreOffice you can create a document.
- We recommend as basic format a white A4 page in landscape format.
- Place a photo on each page. Please show the photo as large as possible on the white page. If you wish, you can number the pages consecutively, so that later in the table of contents the explanation with reference to the pages can be given.
- You can show a cover page with your name on it and a last page describing what is shown on which page (summary). Finally, save or export the file as a PDF.

4. COMPRESS THE PDF FILE

Please do not upload a document larger than 20 MB for your application, as the Commission has to view many files.

If your PDF is larger than 20 MB, you can reduce the size of the file using a free online PDF tool. You can do this as follows:

- Open the link <https://tools.pdf24.org>. Select the function "Reduce PDF".
- Click on "Select files" and select the PDF to be reduced from your computer.
- The smaller you set the DPI number and the image quality in the visible menu, the smaller the PDF will be. Click on "Reduce".
- The PDF is recalculated. You can read the size of the PDF above the "Download" button (in green). If the PDF is too small or too large, you can change the settings for DPI and image quality and click on "Reduce" again.
- Now you can download the PDF via the "Download" button.
- The smaller you compress the PDF, the worse the image quality will be. Therefore please use the allowed size of 20 MB when compressing.

5. RENAMING THE PDF-FILE

Please rename the PDF file of your Digital Portfolio before submitting it to us.

The file name should show your first and last name and the year, for example:

maxi_musterfrau_2021.pdf