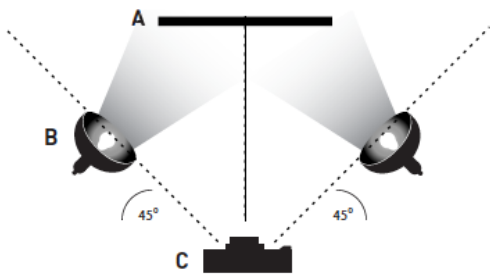


Digital Portfolio Guidelines

The work submitted for a digital portfolio will/should become a collection of high-resolution jpegs assembled and managed by the student for current and ongoing professional practices. Be it admission to graduate school, calls for entry, job applications within the Arts field, grant proposals or show proposals, every opportunity requires a combination of academic and creative visual skills that is evaluated by the submission of a portfolio. The department of

art & design will use the work collected to maintain a database of student work. Faculty will review the work to evaluate creative visual skills as well as potential for likely success in the major of choice. The VSU Department of Art & Design faculty would like to stress **the clarity of the digital image is of utmost importance**. This is the representation of your artwork for the purposes of professional evaluation.

PHOTOGRAPHING : The following comments are directed toward the use of a digital camera.



POSITIONING: When taking images make certain the camera's line of sight is at 90 degrees (perpendicular) to the art work.

A) Art Work on wall. **B)** Spot Lamps. **C)** Digital Camera.

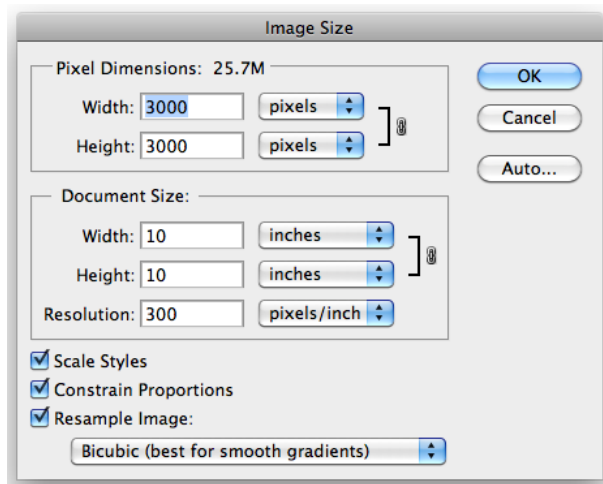
CAMERA POSITIONING:

Make certain your camera (iPad or phone) is parallel with the artwork you are photographing. This eliminates distortion of the artwork. After all work is photographed, download the images to your computer using the manuals provided with your equipment.

LIGHTING:

Please photograph artwork with adequate lighting (daylight or well lighted room recommended). If photographing in daylight avoid taking pictures under direct sunlight. Do not use camera flash. Use a digital camera, or high-quality camera on your iPad (recent versions of smartphones give opportunity to take high quality pictures as well.)

FILE PREPARATION



FILE SIZE: None of the image files submitted should exceed the physical size of 10inches (3000 pixels) for the height or width at the resolution of 300 pixels per inch. The example is showing the maximum, your images do not need to be submitted in an 8 x 10 ratio.

ORIENTATION: If the image is sideways or upside down when the file is opened, rotate the image so it matches the original. It is important to rotate the images to their proper orientation.

CROPPING: Crop out unnecessary objects from the image. The cropping of images submitted allows faculty reviewers to focus on the work you are submitting.

IMAGE ENHANCEMENT: Image-editing software (i. e. Photoshop) is allowed to correct the appearance of the files you intend on submitting. Please use caution.

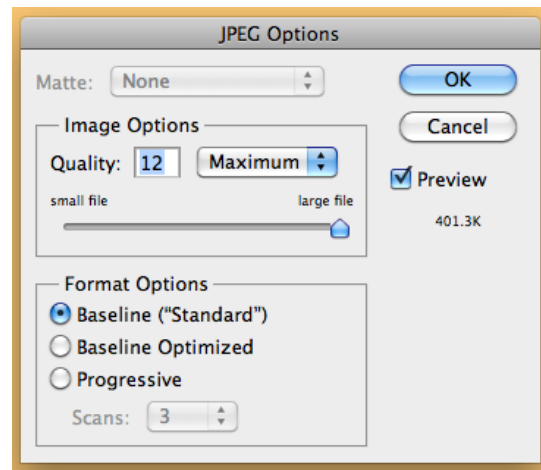
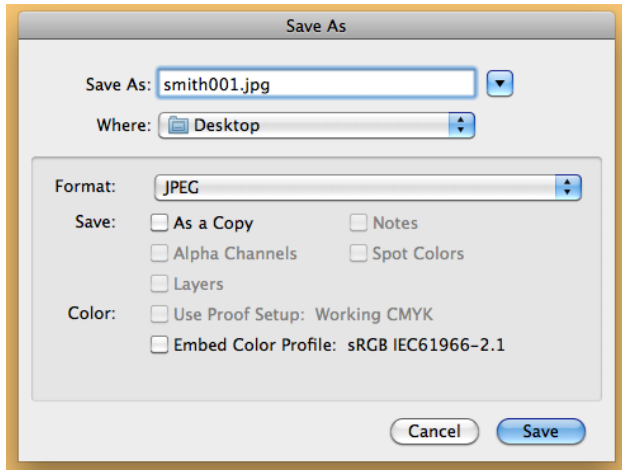
SEE DEMO: <https://www.youtube.com/watch?v=fsCreNkptBU>

FILE NAME:

Please name each file you will be submitting with your last name and a number beginning with two zeros with no spaces in-between them.
(smith001.jpg, smith002.jpg)

FILE QUALITY:

When saving your file as JPEG (.jpg), you will be prompted with an option to save the "Quality" of your file. Always save at the highest setting.



SUBMITTING YOUR DIGITAL PORTFOLIO

DIGITAL LIST:

Must be included in your digital portfolio. A digital (.DOC or PDF), clear description of the image files should correspond to each numbered file. Information such as title, size, media, assignment or theme should be included. Make certain your full name, address, phone number and E-mail is included on this list.

BLAZEVIEW:

As you photograph and prepare your images, submit them to the Digital Portfolio Assignment on Blazeview. After each critique please photograph and edit your work to submit by the end of the day. This way the portfolio will not seem like a huge task. At the end of the semester don't forget to create and submit a digital list to accompany the portfolio work.

Submit all work produced this semester excluding sketchbooks

IMAGE EDITING DEMO: <https://www.youtube.com/watch?v=fsCreNkptBU>

**DO NOT SUBMIT A POWER POINT PRESENTATION, SLIDESHOW, OR MOVIE.
YELLOW OR DARK PHOTOGRAPHS ARE UNACCEPTABLE.**

Criteria of Evaluation for your Digital Portfolio

	Digital list present with Full Name, Address, Phone Number, & E-mail	Max 5 pts.
	Image Quality: colors are true to life	Max 5 pts.
	Image Quality: proportionally cropped to the edges of the artwork	Max 5 pts.
	Image Quality: in focus and presented without distortion	Max 5 pts.
	File Quality is Maximum 300 dpi	Max 5 pts.
	File Quality is 2000 pixels on the longest side	Max 5 pts.
	All Images of work completed in this class (- 2 pts. for every missing image up to 10 pts.)	Max 10 pts.
	File Names Include Last Name and Numbers as in example: smith001.jpg, smith002.jpg...	Max 5 pts.
	File Type is in .JPG format	Max 5 pts.
Total		Max. 50
Grade		

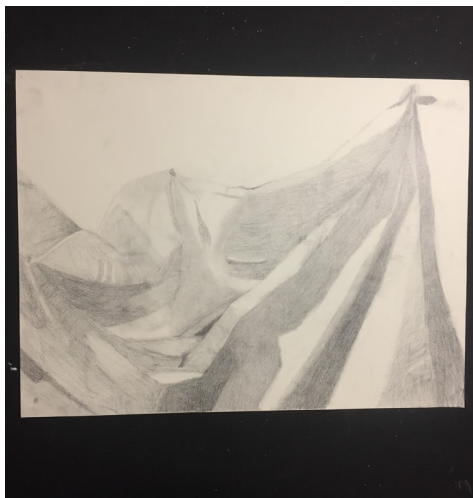


This is good!

Why?

The image has been edited properly:

- unnecessary background around the artwork is cropped out
- it is sharp
- demonstrates appropriate contrast
- the colors are true to life



This is bad!

Why?

- the image is yellowish and dark (colors are not true to life)
- the image is distorted
- of inadequate contrast – colors are washed out
- the image has not been cropped out (the black background needs to be removed)