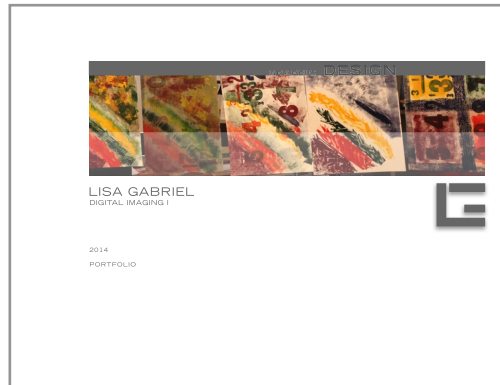


1 Design your Portfolio Cover Design



1. Create (1) new Photoshop documents @ 150 dpi 8.5 x 11 size
2. Design a cover page for your portfolio by adding photos or text
3. Include the following information on your cover design,
 - Portfolio Name
 - Your Name
 - Name of class
 - Year
4. Save the document out of Photoshop as a .psd file, be sure to save all your layers in case you need to make corrections

2 Revise all your projects completed this semester.

Project 1 Digital Matte Painting- Based on comments from your instructor revise your digital matte painting project, save as a PDF.



Project 2 Scrapbook- Based on comments from your instructor revise this project and create a new merged PDF file. Use the instruction from **WK4 How to make a book in Bridge** to remake a revised scrapbook.



3 Organize, name and save your files

1. Create a Folder > Name the folder **FINAL PORTFOLIO**
2. Save your **Project 1 DMP** as a PDF out of Photoshop (see instruction below)
3. Pull down the File Menu > Go to Save As > Select the Format > **Photoshop PDF**
4. Turn off **Alpha Channels and Layers** > **Save as a Copy** will automatically be checked
5. You will save all PDF files inside the FINAL PORTFOLIO folder
6. A dialog box about **Settings** will pop up, Click OK on this box to open the **Save for PDF** menu
7. Make sure the **Adobe PDF Preset** setting is set to > High Quality Print
8. Save the file as a PDF inside the FINAL PORTFOLIO folder.
9. Move a copy of your final revised **Project 2 Scrapbook** inside the FINAL PORTFOLIO
10. When finished you should have the following files inside the FINAL PORTFOLIO folder
 - Portfolio Cover Design.pdf
 - Project 1_DMP.pdf (revised)
 - Project 2 Scrapbook.pdf (make sure this is the final version)

4 Merge (all) PDF files together to create the final PDF Portfolio

1. When you are finished with Steps 3, you will merge all the PDFs together for your final PDF Portfolio
2. Using the instructions in WK5 eCampus, use one of the suggested methods for merging PDFs together.
3. Based on the platform (PC or Mac) you are working on, select that best method that works for your situation.
4. You will submit (1) merged PDF of all your semester work. Be sure to organize the projects in chronological order before merging the final PDF.
5. Name your portfolio LASTNAME_Portfolio.pdf

6. eCampus WK5 - "How to" Resources:

The following resources are useful for merging PDF files together to create (1) final PDF

- How to combine PDF documents using Preview (mac only)
- Merge multiple files into one PDF file with Adobe® Acrobat® (pc & mac)
- Free online software for merging multiple PDF files together (pc & mac)