

Guidelines to submit an e-portfolio;

Please create your e-portfolio using Adobe's InDesign. This allows for exporting into PDF and reduces the weight of the PDF considerably. Here is some links on how to do it:

<http://helpx.adobe.com/indesign/using/exporting-publishing-pdf.html>

<http://www.bestprintingonline.com/indesign.htm#pdf>

If you to opt to use another software, ensure that you can export to PDF and change the settings so that images within the document can be compressed to a reasonable size, say for example, 150 PPI. Please compress images into Jpegs. Use images that are of less weight. Remember that in a PDF document, it is the images that take most of the document weight. A portfolio of 5MB is reasonable. We have tested 150 PPI on our HDTV screen and it is very acceptable.

A reasonable e-portfolio should include between 15 to 17 pages. Putting too many pages is excessive and will make your final result too heavy.

To reduce the size of final PDF files you can always optimize the files and use medium-size optimizing. Again, follow these links to see how this can be done:

<http://acrobatusers.com/tutorials/optimize-pdf-files-better-results>

http://www.ehow.com/how_6144744_fix-slow-pdf-files.html