TIPS + RECOMMENDATIONS FOR CREATING A DIGITAL Portfolio

Application for the study program Stage and Costume Design at the weißensee school of art berlin

1. DIGITIZING YOUR OWN WORK

Place your two-dimensional works on a white background and photograph them one by one in daylight from above (from a straight bird's-eye view). This is also possible with a smartphone or tablet camera. When taking pictures, stand by the window so that you do not cast a shadow on your work. Also avoid direct light incidence. Of course you can also scan your work if you have a scanner at your disposal.

Objects, models, sculptures, etc. are best photographed in front of a neutral background (e.g. a white wall) in good lighting conditions (near a window in daylight without direct light on the object).

If you do not have good daylight conditions, you can also use artificial light. The recommendation is then to use white, cold and as uniform as possible light.

2. SELECTION AND POST-PROCESSING OF THE IMAGES

If you want to crop the photos or edit their brightness, you can use the integrated image editing program on your smartphone or tablet or even a free image editing program such as Gimp.

Download: Gimp
Cropping images with: Gimp
Brighten/darken images with Gimp
We will not print your portfolio, but view it on the screen.

3. COMPILING THE IMAGES IN A PDF-DOCUMENT

Use of an office software such as open source software: Libre Office

We recommend a white DinA4 page in landscape format as the basic format for the document.

You can show a cover page with your name on it and a last page with description of what is to be seen on which page (table of contents).

On each page you place one work as large as possible.

If you like, you can number the pages consecutively to give later in the table of contents the explanation with reference to the pages. If you do not number the pages consecutively, please write the information relevant to the work on the respective page (original size, technique, material, context of creation, etc.)

If you would like to show video works, please include a link to Vimeo or youtube. You can upload your work there "not public", so that it cannot be found by unauthorized persons without the corresponding link.

Save or export the file as PDF.

4. COMPRESS THE PDF FILE

Please do not upload a document larger than 45 MB for your application. If your PDF is larger, you can reduce the file using a free online PDF tool.

Open the link [PDF24](#).

Select the function "Shrink PDF"- "Select files" and choose 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.

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 DPI and image quality settings and reduce it again. The smaller you compress the PDF, the worse the image quality will be. Therefore, use the allowed size of 45 MB when compressing. Now you can download the PDF via the "Download" button.

5. RENAME THE PDF FILE

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

The file name should show your applicant number and first and last name and the year.