

**Assignment Number:** 01 Portfolio Intro

**Computer Program(s):** Adobe InDesign.

Lecture: **What is the process of putting a portfolio together?**

**1. Information collection.**

Collect all the images, drawings and information you would like to include in your design portfolio. These do not need to be limited to architectural projects. You may also include a section on drawing, painting, sculpting, fabrication, or any other skill you may possess that you think could be used in the field of architecture.

**2. Generate a storyboard.** This is how you would like to organize your portfolio and should include:

- A. The order you would like the projects to be shown: chronologically? From good to best? Smallest to largest?
- B. Estimate of how many pages you would like to allot for each project or section in the portfolio.
- C. The order of the information in each particular chapter.

**3. Portfolio design.**

- A. Determine the size (you may want to consider where and how you will be printing your portfolio).
- B. Determine the page orientation vertical vs. horizontal and layout.
- C. Determine how you are planning on binding the pages

**4. Page layout design and portfolio organization** – there needs to be a specific organization and consistency between the different sections of the portfolio so that it is easy for the viewer to follow. Some tips to achieving this are:

- A. Establish standard margins throughout (remember to consider binding when laying out margins).
- B. Generate a cover page. This should include your name, contact information and maybe a small graphic to help set the tone for what's to come.
- C. Generate a table of contents.
- D. Develop a master page layout that can be used for all project introduction pages.
- E. Set up a series of master page layouts using columns and rows or a grid that can be repeated throughout the portfolio so that there is consistency in the organization of your portfolio.

**In Class Assignment:**

Using InDesign generate:

- 1. Image catalog template for Rectilinear Forms project (to be created in Foundations I)
- 2. Design portfolio basic format

**Homework:**

- 1. Set up your city tech email account. You MUST email me (wavearchitecture@outlook.com) from this account before the next class period.
- 2. Activate your blackboard account ([https://cunyportal.cuny.edu/cpr/authenticate/portal\\_login.jsp](https://cunyportal.cuny.edu/cpr/authenticate/portal_login.jsp))
- 3. Complete the four pre-quizzes on blackboard
- 4. Create a drop box account (<https://www.dropbox.com/>)
- 5. Bring a USB drive to class
- 6. Bring to class the model photos (in digital format) of your first project from ARCH 1110.