

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)
- 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.