

# GRAPHHITE

University of Maryland School of Architecture, Planning and Historic Preservation  
Undergraduate Advising Office Newsletter [archadvise@umd.edu](mailto:archadvise@umd.edu) 301-405-8000

## Review Portfolios

As finals approach, we just wanted to give you all a little information on putting together your portfolio. Work on your portfolio should be started as soon as possible to enable you to get the most feedback before submitting your final draft. The following notes are compiled to help you put together the best portfolio possible.

**Which works to use ...** You should choose only your best works to include in your portfolio. Do not make up pieces of artwork in a hurry just to fill more pages. Advisors, professors and mentors are always available to review your material with you and tell you what may or may not be suitable for a portfolio. Additionally, ARCH 242 Ta's will help with any questions you have about drawings as long as you get to them before the end of the semester. Please remember that they have work too, so schedule an appointment with them before just dropping by with questions.

**Reproduction Quality ...** Make sure the quality of reproduction is clear and legible. There are a few ways to do this.

- The best way to get good quality reproductions is usually to photograph your work. However, this can be an expensive process and not everyone has the equipment available to them to do this. If you have access to the appropriate equipment and wish to photograph your work, you can visit the slide library in the school of architecture for an informational sheet on how to do it properly.
- Others may opt to scan their work. Attached is a list of reprographic companies that can do this for you. The prices vary as does the quality. We suggest having one drawing scanned and checking the quality on it prior to having a whole batch done.
- If you are going to scan the work yourself, a couple things to consider are:
  - The pixels or dpi should be as high as possible, as they indicate the quality of the scan. In reviewing your portfolio, the committee will be looking at things like line weight and quality. They cannot do this if your lines are pixilated (dots) and fuzzy. However note that this cannot be completely avoided.
  - Ink always reproduced better than lead.
  - Photoshop is an easy and helpful program to work in. (very easy to clean up scan quality etc)
  - A photocopy of a drawing is rarely of an acceptable quality.

**Format...** Try to come up with a format for your portfolio that is neat, legible and consistent throughout.

**Portfolio Book...** Please use a condensed notebook. The committee is not concerned with the quality of the book containing the work, but rather the work inside. Most art stores sell a cheap plastic portfolio (@ \$8.00) that would be perfect. (Three ring binders tend to be a bit chunky).

### **A few Books to look at**

Portfolio Design by Harold, Linton  
How to prepare your portfolio by Ed Marquand

The Perfect Portfolio by Henrietta Bracjman  
The Ultimate Portfolio by Martha Metzdorf

Note this is not a professional portfolio and many of these books will be much more advanced than is necessary for the sophomore review, however, that does not mean that you should not put together the best portfolio you can.

**ABC Imaging**

1120 20<sup>th</sup> Street, NW  
 Suite 102-103  
 Washington, DC 20036  
 202-429-8870

1300 Spring Street  
 Silver Spring, MD 20910  
 301-495-7874

12530 Parklawn Dr,

Rockville, ME 20852  
 240-290-0404

7315 Wisconsin Ave./East Lobby  
 Bethesda, MD 20814  
 301-654-5333

400 E. Pratt Street  
 Baltimore, MD 21202  
 410-779-4550

**Rates:**

Scanning Images	Color	24" x 36"	\$20.00 per scan
		11" x 17"	\$16.95 per scan
	Black & White	8 1/2" x 11"	\$12.95 per scan
		24" x 36"	\$1.74
Prints (of scans)	Color	8 1/2" x 11"	Proc. Fee \$6.95/drawing Price of paper depends on quality \$1.75-\$2.95/sheet
		Black & White	8 12" x 11" \$1.95

There should be a 20% discount on these rates with student ID. You should call to confirm services and rates before going, because each location does not provide all services. It is also a good idea to have one image scanned and check the quality prior to scanning all of them. The cheaper black and white scans may not take pencil well (it usually depends on the quality of the linework).

**Kinkos**

10400 Little Patuxent Pkwy  
 10 Corporate Ctr.  
 Columbia, MD 21044  
 410-964-9891

11560 Rockville Pike  
 Rockville, MD 20852  
 301-881-6810

1407 East-West Highway  
 Silver Spring, MD 20910  
 301-587-6565

2341 Forest Drive  
 Annapolis, MD 21401  
 410-573-5600

11 S. Charles Street  
 Baltimore, MD 21201  
 410-467-2454

4417 Hartwick Road  
 College Park, MD 20740  
 301-277-2543

**Rates:**

Scanning Images	Color	\$25.00 per scan
	Black & White	Up to 9" x 13" \$0.40 per minute on computers
	Large scale	Up to 36" wide \$9.95 per scan
	(do not have capacity in College Park, but will send to Annapolis office)	
Prints (of scans)	Color	8 1/2" x 11" \$1.29
	Black & White	8 12" x 11" \$0.25
Copy reduction	Black & White	\$1.50 per SF