

# The University of Maryland

---

## School of Architecture, Planning, and Preservation

November, 2003

### Review Portfolios

As the Review process approaches, we wanted to provide information to assist you with your portfolios. Please review the notes we compiled and feel free to contact us directly with any questions.

#### WHAT ARTWORK TO USE:

You should choose only your best works to include in your portfolio. Please keep in mind that your portfolio will consist of five original drawings as well as reproductions of some of your work from ARCH 242. Do not make up pieces of artwork in a hurry just to fill more pages. Advisors, professors, mentors and upperclassmen students are always available to review your material with you and tell you what may or may not be suitable for a portfolio.

#### FORMAT

Try to come up with a format for your portfolio that is neat, legible and consistent throughout. Each drawing should be clearly labeled.

#### PORTFOLIO BOOK

Please use a condensed notebook. The Review Committee is not concerned with the quality of the book containing the work, but rather the work. Most art stores sell an inexpensive plastic portfolio (approx. \$8) that would be perfect. (Three ring binders tend to be a bit bulky.)

#### A FEW BOOKS TO LOOK AT

Portfolio Design by Harold Linton  
Designing Creative Portfolios by Greg Berryman  
The Perfect Portfolio by Henrietta Bracjman  
How to Prepare your Portfolio by Ed Marquand  
The Ultimate Portfolio by Martha Metzdorf  
The Portfolio: An Architecture Student's Handbook by Igor Marjanovic, Katerina Ruedi Ray

Note, you are not being asked to compile a professional portfolio and many of these books will be much more advanced than is necessary for the review process. However, that does not mean that you should not put together the best portfolio you can.

#### REPRODUCTION QUALITY

Almost as important as the drawings themselves is the reproduction of the drawings. A fantastic drawing can be lost in poor reproduction.

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

#### PHOTOGRAPHING YOUR WORK

The best way to get good quality reproductions is usually to photograph your work with either slide film or a high quality digital camera. 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 School's slide library in Room 1107 for an informational sheet on how to do it properly.

#### SCANNING YOUR DRAWINGS

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 first and checking the quality prior to having a whole batch done.

If you are going to scan the work yourself:

- The pixels or dpi setting controls the quality of the scan. In theory the higher the dpi the clearer the image. However, many printers only scan at about 150dpi, so there should be no need to scan anything higher than 200-300 dpi. In reviewing your portfolio, the committee will be looking at things like line weight and quality. They cannot do this if your lines are pixelated (dots) and fuzzy. However, note that this cannot be completely avoided.
- The sharper your pencil, the clearer the line, the better the scan.
- Photoshop is an easy and helpful program to work in to format your drawings.

#### OTHER METHODS

- A photocopy of a drawing is rarely an acceptable quality.

---

Main Office

301.405.6284

Associate Dean Lee W. Waldrep, Ph.D.

301.405.6308  
www.arch.umd.edu

Undergraduate Advising

301.405.6295

# Reproduction

Here is a list of places in the area that can scan and print your artwork for your portfolio. The prices provided are simply an estimate and you should either call or visit the store for exact costs.

## ABC IMAGING

[www.abcimaging.com](http://www.abcimaging.com)

The Marriott Inn and Conference Center  
University of Maryland University College  
3501 University Boulevard East, Adelphi, MD 20783  
301.985.7652

1129 20th Street, NW, Washington, DC 20036  
202.872.1224

1147 20th Street, NW, Washington, DC 20036  
202.429.8870

2243 Distribution Center, Silver Spring, MD 20910  
301.589.9255

1300 Spring Street, Silver Spring, MD 20910  
301.495.7874

410 Severn Avenue, Annapolis, MD 21403  
301.858.5243

7315 Wisconsin Avenue, Bethesda, MD 20814  
301.654.5333

400 East Pratt Street, Baltimore, MD 21202  
410.659.0500

## RATES

### Scanning Images:

- Color: 24" x 36" \$20.00 per scan
- 11" x 17" \$16.95 per scan
- 8.5" x 11" \$12.95 per scan
- B/W: 24" x 36" \$1.74 per scan

### Prints (of scans)

- Color: 8.5" x 11" \$10.00 - \$20.00
- B/W: 8.5" x 11" \$1.95

There should be a 20% discount on these rates with a UMD 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 reproduce pencil well (it usually depends on the quality of the linework.)

## KINKOS

[www.kinkos.com](http://www.kinkos.com)

4417 Hartwick Road, College Park, MD 20740  
301.779.7783

10 Corporate Center, Columbia, MD 21044  
410.964.9891

1150 Rockville Pike, Rockville, MD 20852  
301.881.6810

1407 East-West Highway, Silver Spring, MD 20911  
301.587.6565

2341 Forest Drive, Annapolis, MD 21401  
410.573.5600

300 North Charles Street, Baltimore, MD 21201  
410.223.2000

## RATES

### Scanning Images:

- Color: \$25.00 per scan
- B/W: Up to 9" x 13" \$0.40 per min. on computer
- Up to 36" wide \$9.95 per scan
- (Cannot be done in College Park store, but will send it to Annapolis for you)

### Prints (of scans):

- Color: 8.5" x 11" \$1.29
- B/W: 8.5" x 11" \$0.25

### Copy Reduction:

- B/W: \$1.50 per square foot

## REPROGRAPHIC TECHNOLOGIES

2000 'L' St., N.W., Washington, DC 20036  
202.331.0576

1500 Joh Ave Baltimore, MD 21227  
410.646.2500

18810 Woodfield Rd Gaithersburg, MD 20879  
301.670.7874

Tyson's Corner 8478 Tyco Rd Vienna, VA 22182  
703.734.8200

7902 Woodmont Ave. Bethesda, MD 20814  
301.656.4056

Main Office

301.405.6284

Associate Dean Lee W. Waldrep, Ph.D.

301.405.6308  
[www.arch.umd.edu](http://www.arch.umd.edu)

Undergraduate Advising

301.405.6295