**Building Your Digital Portfolio**

1. Find the blank slide show:

H:Drive>SShared>Art Department> West> Portfolio Prep folder

1. Change the information to your personal information. Feel free to delete/change unwanted slides/headings.
2. Start adding images that you have taken to each slide. Each image should take up the majority of the slide.
3. Include in the corner of the slide:

Title

Medium

Dimensions

1. Let Mrs. West know when you are finished and she will burn your portfolio onto a disc to include in the application envelope.