

Creating a thumbnail page in AdobePhotoshop.

Open each of the six images in Photoshop that you want to include. Crop appropriately. Resize image so that the longest side of each is no more than 3 inches. Set resolution to 180dpi. Save thumbnails.

Create an 8.5 x 11 page, resolution set to 180, color set to RGB. Place each of the images leaving some space around each image. Using the type tool, write your name and student ID#. Number the images 1 through 6. Flatten the image using the “merge visible” tool. Using the *Save for Web & Devices* function under the File menu, save the whole page as a jpg, quality 100, check Optimized, and Convert to RGB, and hit “Save.” Once that jpg is saved, then save as a PDF. If the PDF is larger than 800k, open the pdf in Adobe Acrobat and go to File > Save As > Reduced Size PDF. Save for *Acrobat 9.0 or later*. This should reduce the file sufficiently for you to upload the document with your application.

The second page of this PDF shows an example of a thumbnail page.

Creating a thumbnail page in Microsoft Word.

Open each of the six images in Photoshop that you want to include. Crop appropriately. Resize image so that the longest side of each is no more than 3 inches. Set resolution to 180dpi. Save thumbnails.

In Word, create an 8.5 x 11 page. In the Header area, place your name and ID #.

Using the Insert > Picture tool, place each of the images. Resize as necessary so that all six images fits on one page.

Number the images 1 through 6.

File > Save As > PDF

If the PDF is larger than 800k, open the PDF in Adobe Acrobat and go to File > Save As > Reduced Size PDF. Save for *Acrobat 9.0 or later*. This should reduce the file sufficiently for you to upload the document with your application.

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The images used in this PDF came from a variety of UNT students in the Art Core.

#1



#2



#3



#4



#5



#6

