

SCANNING/PDFs

Guidelines

- To be eligible for scanning/pdf services, items must be relevant to student portfolios. The Portfolio Center determines eligibility.
- Students must fill out a Scanning/PDF Registration Form below.
- The Portfolio Center can scan no more than ten items per student.
- The Portfolio Center can scan items no larger than 8 ½ x 14.
- Students must provide a CD, DVD, or Jump Drive with which to save files.
- We recommend that students bring in digital clips whenever possible. The Portfolio Center can create a designed pdf file using digital clips. More on this below.
- Students will drop off materials to the Portfolio Center and receive their pdf files within 5 business days.

A NOTE ABOUT CUTTING YOUR CLIPS (PHYSICALLY CUTTING, WITH SCISSORS):

The Portfolio Center will scan the clips as they are given to us. Please keep this in mind if you are cutting from a larger newspaper/magazine page.

A NOTE ABOUT DIGITAL CLIPS:

Most print clips can be found online. The Portfolio Center is able to take these digital clips and create a design element that makes for a more visually interesting pdf presentation of your article. However, we WILL NOT search for the digital files. Research of a digital file is the student's responsibility.

If you are interested in this service, please contact Portfolio Production Manager Keesha Johnson at kajohnson@colum.edu or 312.344.7280 with your request.