How to reduce the overall file size of your portfolio

We ask that your portfolio is no larger than 10mb. The main reason for this is that if it is larger than this, your email service provider may stop your portfolio from reaching us and the portfolio is blocked before we receive it.

The most common reason for portfolios to be larger than 10mb is the photographs inside the portfolio.

An unprocessed phone photo averages 4mb in size. A RAW photo from a DSLR can be up to 8mb alone, and then larger again after processing.

For example:

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See the file size of this photo in the properties dialogue box reproduced below

Opens with:	Windows Photo Viewer
Location:	H:\Desktop
Size:	15.9 MB (16,674,944 bytes)
Size on disk:	17.0 MB (17,825,792 bytes)
Created:	24 February 2020, 15:16:32
Modified:	24 February 2020, 15:16:29
Accessed:	24 February 2020, 15:16:32

If I insert several photos this size into my portfolio, the overall file size will quickly grow.

I need to reduce the file size of the photo.

You should be able to reduce the file size in most photo-processing software. On a Windows pc, you can use Photos or Paint
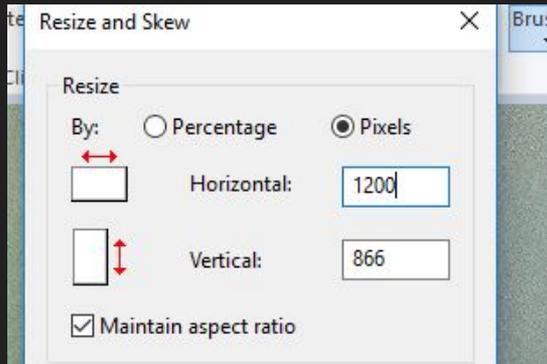
In **Photos**, click on the 3 dots in the upper right hand corner, and select 'resize'. Then select 'custom dimensions'
In **MS Paint** (free on nearly all Windows pc's) look at the top menu bar, left hand size and click on 'resize'. In the next box which pops up, select 'Pixels'

If your photo is landscape orientation, then you put 1200 in the 'horizontal' or 'width' field.
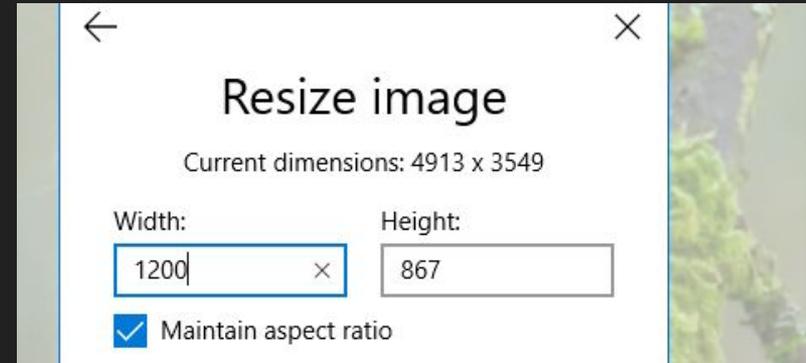
If your photo is portrait orientation, then enter 1200 in the 'vertical' or 'Height' field

Make sure that 'maintain aspect ratio' field is checked. Keeping this field checked will automatically calculate the length of the shorter size.

MS Paint

Photos

On an Apple Mac, you can use the Preview App to resize.

Open a photo in the Preview app which comes installed on most Apple Mac's.

Click on 'Tools', and then select 'Adjust Size'
In the next dialogue box, select 'custom'

If your photo is landscape orientation, then you put 1200 in the 'Width' field.
If your photo is portrait orientation, then enter 1200 in the 'Height' field

Ensure 'pixels' is selected to the right of the Height and Width fields.
Tick 'Scale Proportionally' and 'Resample image'

Here is the result

resize MSPaint

Type of file:	JPG File (.jpg)
Opens with:	Windows Photo Viewer
Location:	H:\Desktop\reducing file size
Size:	508 KB (520,947 bytes)
Size on disk:	2.00 MB (2,097,152 bytes)
Created:	24 February 2020 15:47:12

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As you can see, the file size has been reduced dramatically - from 18mb to 2mb.

If you do this for your images **BEFORE** putting them into your portfolio, the overall file size should be reduced.

You can further reduce the file size of the portfolio by saving your finished file as a pdf.

This presentation was created using the free 'Google Slides' application online, and then downloaded as a pdf.