

# Website Portfolio Digital Materials Preparation

Excellent Submissions Meet All of the Following Criteria

	Criteria	Comments
<b>Deadline</b>	<input type="checkbox"/> Deadline Met	
<b>Text, Photo, and Graphic Element Quality</b>	<input type="checkbox"/> Quality of text elements is crystal clear <input type="checkbox"/> Quality of photo elements is crystal clear <input type="checkbox"/> Quality of graphic elements is crystal clear	
<b>DPI</b>	<input type="checkbox"/> All images and graphics are between 72 and 150 DPI	
<b>Appropriate Format</b>	<input type="checkbox"/> All items appropriate format for their type, function, or use (.jpg, .pdf)	
<b>Spelling, punctuation, and grammar</b>	<input type="checkbox"/> There are no spelling, punctuation, or grammar errors	
<b>Image Size</b>	<input type="checkbox"/> All graphics and images are sized as instructed	
<b>Required Elements</b>	All required elements for minimum of 3 shows including: <input type="checkbox"/> minimum three photos for each show <input type="checkbox"/> minimum three other supporting items for each show (process, paperwork, research, etc)	
<b>Naming and Organization</b>	<input type="checkbox"/> All items organized and named according to guidelines	

Grade: \_\_\_\_\_