

Preparing your E-Folio

Widening Participation

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**THE GLASGOW
SCHOOL OF ART**

Do I need to submit an E-folio?

YES

All undergraduate programmes at GSA require an e-folio submission.

E-folio Guidelines

PLEASE Read the guidelines for the course(s) before submitting your e-folio(s)

Guidelines for each course can be found on the [GSA website](#)

Technical Specifications

- Your statement must be 500 words or less
- Your images must be 200kb or less
- Your images must be .jpeg, .png or .gif files.
- You must upload the EXACT number of images required

- To check what size or file type your image is, right click the file and select properties

Number of Files Required

Fine Art courses – 25 Files

Design courses – 15 Files

Architecture – 15 Files

Please note: you can have multiple images composed onto 1 file

Photographing your work

Please see our [photographing your work guidelines](#) before documenting your work.

Take a good quality photograph of **EVERY SINGLE** piece of work you have made to date. This includes every page from your sketchbooks, all work you have made both inside and outside of school, all work you've made at life drawing and portfolio courses etc.

Photographing your work

We expect you to take a photograph of the work you have made from all creative subjects you have taken in school, including:

Art and Design
Technology
Design Manufacture
Product Design
Design and Technology
Photography

Fashion and Textile
Creative Arts
Practical Craft Skills
Practical Woodworking
Graphic Communication
Practical Metalworking

Composing Your E-folio

- We strongly recommend you use Microsoft Powerpoint
- This allows you to consider running order or narrative of your e-folio.
- Layout your images as you wish and then save as a JPEG
- File > Save As > Save As Type: .jpeg > Export Every slide



Multiple Images

Grouping multiple images on the one slide is a great way of showing pages from your sketchbook or a series of work you have made.

Single Images

Using only one image on a slide shows that you consider that piece of work to be more resolved and an example of successful work you have completed.



Naming your images

- Before you upload your images, you should rename the files.
- Right click the file > Rename > Type File Name
- If the slide is a single image use the format:
(name, material on surface, size, date)
e.g. Joe Bloggs, pastel and charcoal on sugar paper, A3, Dec 2015
- If the slide contains more than one image grouped use the format
(name, what the studies are of, materials, size, date)
e.g. Joe Bloggs, Life Drawing Studies, mixed media, A5 Sketchbook, Nov 2015

Upload Process

1. Submit UCAS application on time (deadline 15 January each year)
2. Receive e-mail from GSA inviting you to upload e-folio
3. Login following the instructions within the e-mail
4. If you have problems logging in, contact registry@gsa.ac.uk
5. Copy and paste your e-folio statement from the Word Doc you typed it in
6. Remember it must be 500 words or less or you won't be able to click next
7. Upload your e-folio files
8. Remember each file must be less than 200kb
9. Remember, you must upload the exact number required
10. Remember, the file types accepted are .jpeg, .gif and .png
11. Ensure you've selected all the correct files and press submit
12. You should receive an e-mail confirming receipt of your e-folio

We're here to help

If you are applying to GSA from one of our [90 target schools](#), please register with us to benefit from a full range of support to help you on your next steps into creative education.

wp@gsa.ac.uk



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