Louis M. Cicotello Award Instructions for adding image files
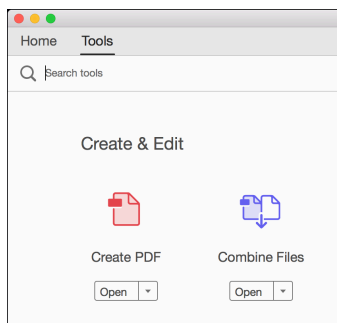

OPTION 1

Create Portfolio in Microsoft Word

1. Create new document
2. Insert / Pictures / Picture from File / choose your JPG
3. Adjust the size using the blue dots on the corners of the image
4. If submitting time-based works (video, animation, sound) please upload to the web and include links to Youtube, Vimeo, Soundcloud, etc. Select: Insert / Links / Hyperlink and paste your URL.
5. Type information about the work below the image (or URL)
6. File / Save As / File Format / PDF

THEN:

ADD image pages to the Application Form PDF

1. Open Adobe Acrobat Pro (on all the campus computers)
2. Before opening any file, select "Tools / Combine Files"

3. Add Files / select both your *completed* Cicotello application PDF and your portfolio PDF (created in Word)
4. Add files
5. Click "Combine"
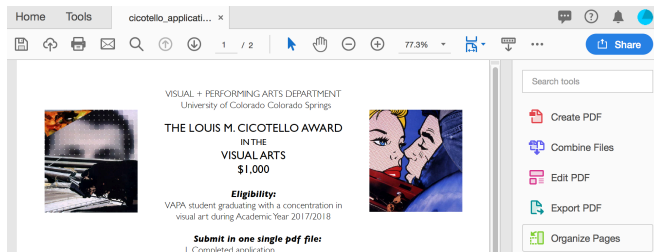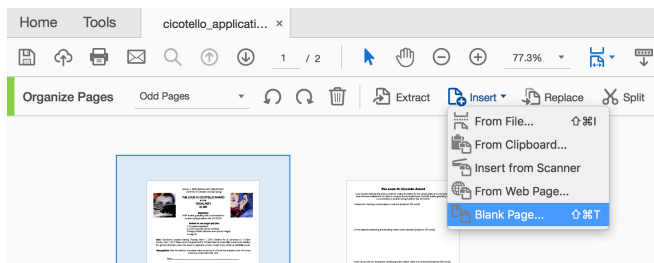6. File / Save As / "LastName_FirstName_CicotelloApplication.pdf"

OR:

OPTION 2

ADD images and text to the Application Form PDF within Acrobat Pro

1. Open Adobe Acrobat Pro (on all the campus computers)
2. File / open / Cicotello application PDF
3. Enter your information and text within the fillable form.

4. Select "Organize Pages" from the tools menu (located to the right of your document)
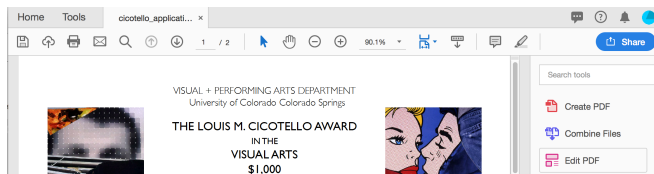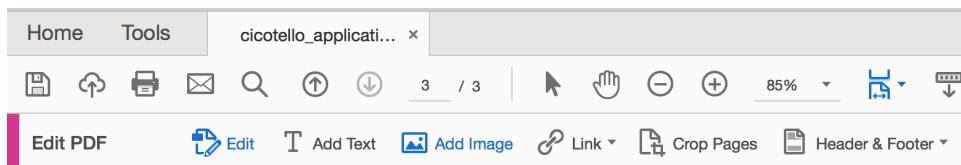

5. Select "Insert / Blank Page"

6. Click "Close" to exit
7. Select "Edit PDF" from the tools menu (located to the right of your document)

8. Select "Add Image" from the *Edit PDF* menu (above your document)

9. Choose your JPG
10. Adjust the size using the blue dots on the corners of the image.
11. Select "Add Text" from the *Edit PDF* menu and click+drag to create a text box below your image.
12. Type information about the work below the image.
13. If submitting time-based works (video, animation, sound) please upload to the web and include links to Youtube, Vimeo, Soundcloud, etc.
14. Simply paste your URL above the text information about the work. Then in the *Edit PDF* menu select: Link / Auto-create web links from URLs.
15. Click "Close" to exit.
16. File / Save As / "LastName_FirstName_CicotelloApplication.pdf"