Creating a thumbnail page in Adobe Photoshop.

Open each of the six images you want to include in Photoshop. Crop appropriately. Resize image so that the longest side of each is no more than 3 inches. Set resolution to 180 dpi. Save thumbnails.

Create an 8.5 x 11 page, resolution set to 180, color set to RGB. Place each of the images leaving some space around each image. Using the type tool, write your name and student ID#. Number the images 1 through 6. Flatten the image using the "merge visible" tool. Using the Save for Web & Devices function under the File menu, save the whole page as a jpeg, Quality 100, check Optimized, and Convert to RGB, and hit “Save.” Once that Jpeg is saved, then save as a PDF. If the PDF is larger than 800k, open the pdf in Adobe Acrobat and go to File>Save As>Reduced Size PDF. Save for Acrobat 9.0 or later. This should reduce the file sufficiently for you to upload the document with your application.

The second page of this PDF show a thumbnail page that is 336K created in Photoshop and Acrobat.

Creating a thumbnail page in Microsoft Word.

Open each of the six images you want to include in Adobe Photoshop. Crop appropriately. Resize image so that the longest side of each is no more than 3 inches. Set resolution to 180 dpi. Save thumbnails.

In Word, create an 8.5 x 11 page, in the Header are, place your name and ID #.

Using the Insert>Picture tool place each of the images. Resize as necessary so that all six images fits on one page.

Number the images 1 through 6.
File>Save As>PDF
If the PDF is larger than 800k, open the pdf in Adobe Acrobat and go to File>Save As>Reduced Size PDF. Save for Acrobat 9.0 or later. This should reduce the file sufficiently for you to upload the document with your application.

The third page of this PDF show a thumbnail page that is 291K created in Microsoft Word and Acrobat.

The images used in these pdfs come from a variety of UNT students in the Art Core.
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