

# Creating an Electronic Portfolio

I recommend creating an Electronic Portfolio using Adobe Acrobat® software. Students and Teachers can purchase software at a drastic savings from Micro Center, or from various internet sources such as <http://www.academicssuperstore.com/> (no affiliation). An Adobe Acrobat® student/teacher license is only \$89.95, as compared to \$299. I use this program to add documents to my website, and the uses are limitless. The free Adobe Acrobat Reader® is available to anyone, precisely the reason why this format is so useful (*ie. anyone can open your document if they download or have the free Adobe Acrobat Reader®, and you may want to include the download link on the Electronic Portfolio CD*), however, it only allows the user to view, print, and save documents, not create them. To create pdf files, you will need Adobe Acrobat® software.

## Adobe PDF

### Secure, reliable electronic document distribution and exchange

Invented by Adobe Systems and with more than ten years of innovation, Adobe® Portable Document Format (PDF) is a publicly available specification used by standards bodies around the world for secure, reliable electronic document distribution and exchange. Adobe PDF has been adopted by governments and enterprises to streamline document management, increase productivity, and reduce reliance on paper. Today, Adobe PDF is the standard, secure format for the electronic submission of drug approvals to the U.S. Food and Drug Administration (FDA) and for electronic case filing in U.S. federal courts. It is also the standard format used for advertising pages, in newspapers and magazines.

As an open file format specification, PDF is available to anyone who wants to develop tools to create, view, or manage PDF documents. More than 1,800 vendors offer PDF-based solutions.

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- **Searchable** — Adobe PDF files are searchable for words appearing in the text and in annotations, bookmarks, and data fields.

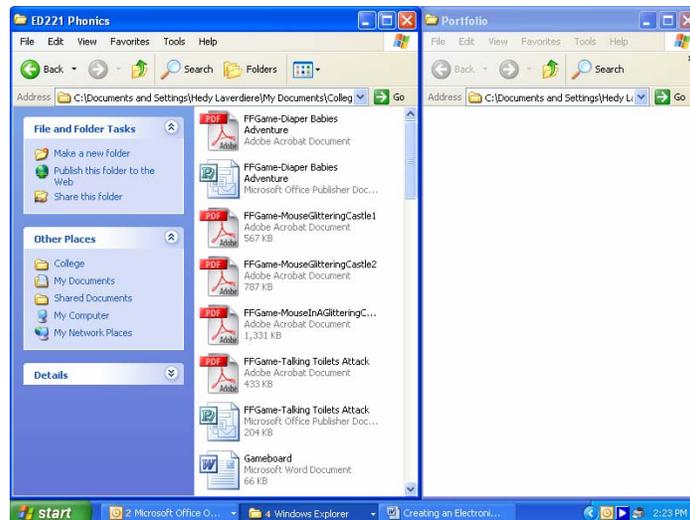
# Steps in Creating an Electronic Portfolio

## Collect Documents in a Folder

1. Create a folder on your Windows Desktop. Right-click on the Desktop, select New, Folder.



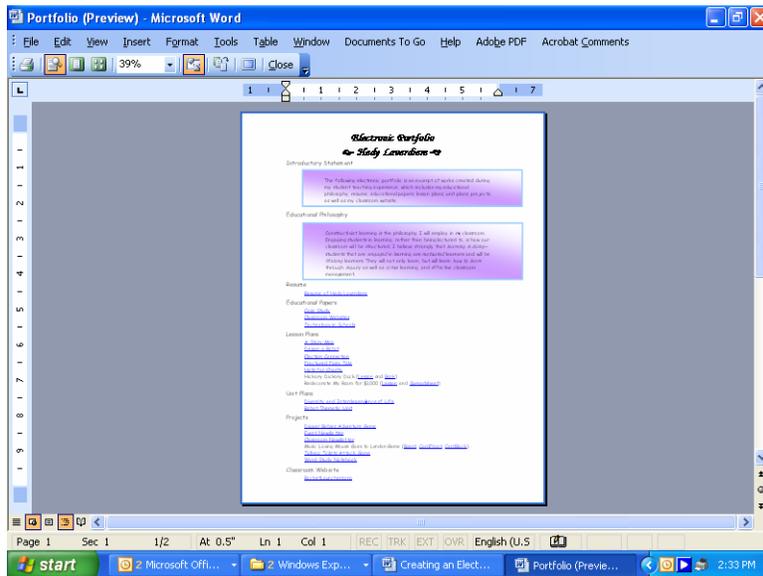
2. Name the folder **Portfolio**.
3. In order to see the Portfolio folder as well as your documents for the purpose of copying the files, double-click the **Portfolio** folder to open it, click the Restore button (the double box button next to the X for Close in the top right corner of the window), then resize the window by pointing at the edges of the window and dragging with your left mouse button. Move the window by pointing at its title, then dragging to the right side of the screen.
4. Open the **My Documents** folder, restore and resize, placing it next to the **Portfolio** folder.



Use your **CTRL** key while clicking the **left mouse button** to select multiple files that you would like to copy into the **Portfolio** folder. After selecting the files, point at one of the selected files, then **right-click**, left-select **Copy**. Click on the **Portfolio** window, **right-click** a blank space, and choose **Paste**. If you have difficulty with the right-click function, use the **Edit** menu as an alternate to the right-click (ie. choose **Edit**, **Copy** and **Edit**, **Paste**). Right-click is a very worthwhile shortcut to learn, as it is used frequently on the internet.

## Create a Cover Sheet Document

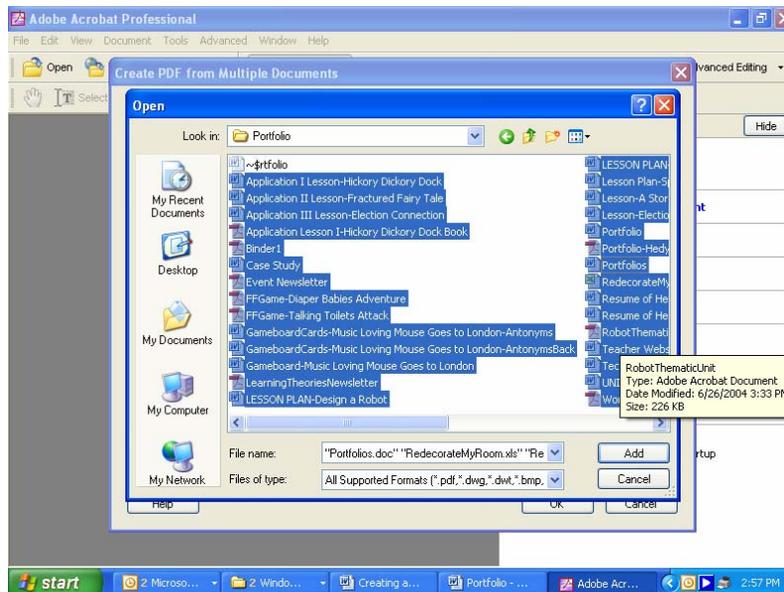
1. Once you have added all the files you would like to include in your Electronic Portfolio, create a Cover Sheet in Microsoft Word or another word processor. Windows includes WordPad, located under **Start**, **Programs**, **Accessories**, **WordPad**. This organization step is the most time-consuming part of this process.



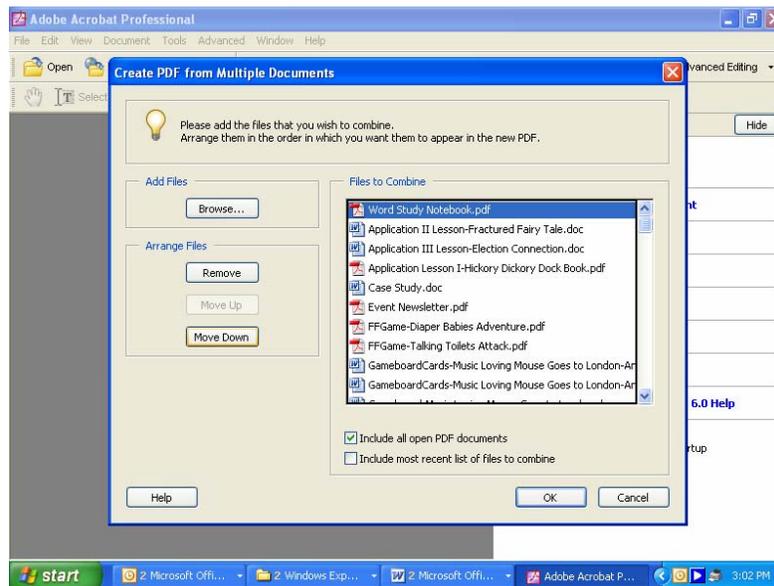
2. Include an **Introductory Statement**, **Educational Philosophy**, **Resume**, **References** (mine are included in my Resume), **Educational Papers**, **Lesson Plans**, **Unit Plans**, **Projects**, **Website or email address**. Under each title, list the documents, and a brief description, if preferred. Keep the document to one page. The links will be created later. *\*If there are multiple files to a project, plan for a text link for each document, or follow the instructions in the next step to generate a pdf file (of multiple files) for your project before adding to the Portfolio folder.*
3. Save the file as **CoverSheet** in the Portfolio folder. Print a copy, which you will need for the following step.

### Add Files to Adobe Acrobat®

1. Launch Adobe Acrobat® from the Start menu.
2. Select **File**, **Create PDF**, From **Multiple Files**.
3. Click the **Browse** button, then click the **Up One Level** button until the **Desktop** is displayed, and open the **Portfolio** folder.
4. Select all the files with your **CTRL** key and **left mouse button**.



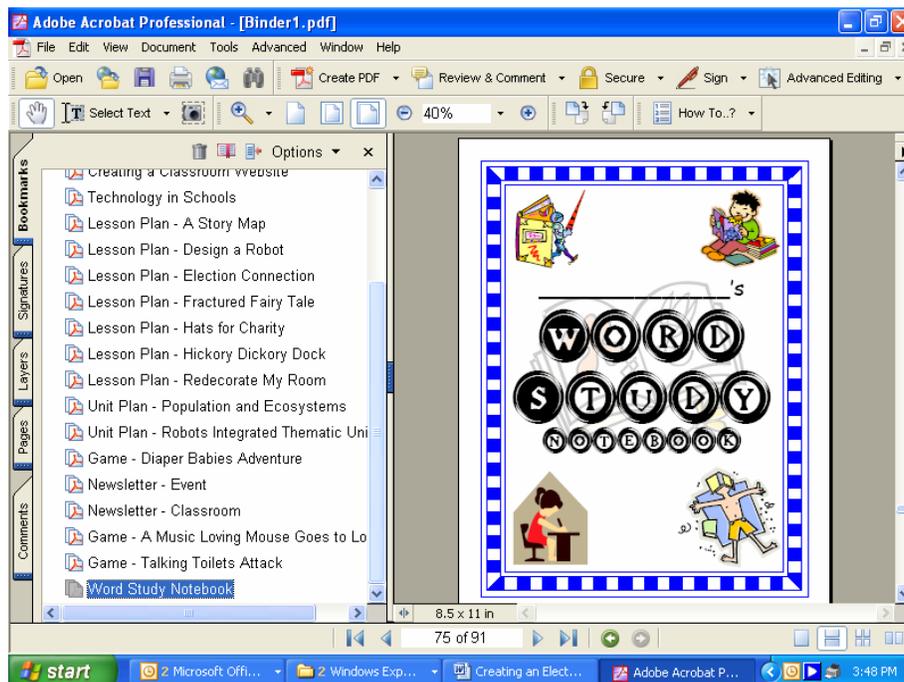
5. Using the **Move Up** and **Move Down** buttons, click on and move the files into their correct order. The files will appear in the final document in the order they are placed into. This step cannot be corrected; if you make a mistake, you will need to recreate the pdf file.



6. Once the files are in order, click the **OK** button to create the pdf file. The process may take some time, depending on the number of files included. Do not multitask during this process.

### Create Bookmarks

1. After the file generates, page through for errors. Recreate if you are not satisfied with the results.
2. Save the file using **File, Save As** as **Portfolio-FirstnameLastname**. Adobe does create a saved file called Binder as a precaution. This file can be deleted later.
3. To create bookmarks, from the first Cover page, click on the Bookmark tab, then choose **Options, New Bookmark**. Type **Home or Portfolio** for the first page. Page through to locate the beginning of each document, repeating the steps of **Options, New Bookmark** for each document until finished.
4. To set the Bookmark screen permanently in your document (important step!), go to **File, Document Properties**. Under **Initial View, Show: Bookmarks Panel and Page**. Under **Security** (optional, but recommended), select **Password Security, Add Password, Use Password to Restrict**. This will allow the document to be saved, printed, and viewed, but not edited (ie. can't copy text or images within). Check for errors, then save the file again.



## Creating Hyperlinks (*optional*)

1. If you would like to create active hyperlinks in your document, begin by writing down all the beginning page numbers for your document. This is a time-consuming process, but adds to the professionalism of the document.
2. Go to **Tools, Advanced Editing, Link Tool**.
3. Drag the text to select.
4. From the window, choose **Open a Page in this Document**, type the page number, then click **OK**. The text will be highlighted in red.
5. To remove a visible box (default), right-click on the text, then choose **Properties, LinkType, Invisible Rectangle**.
6. Continue dragging across text to create links, following Steps 4-5.

## Burn to CD

1. Burning to a CD is specific to the software that is installed for your CD drive.
2. Launch the program, and typically choose to create an exact data copy. Browse to find your portfolio file titled **Portfolio-FirstnameLastname**, **add** the file, then **burn** the file. When finished, you will be prompted to create more copies. Either continue inserting more CDs, or close the program. I would recommend checking the first CD prior to burning more copies.
3. Mail a CD with your resume. An interviewer will not have time to view the CD during the interview, and the goal is to **GET** the interview, and hopefully, the Electronic Portfolio will allow you to stand out from other candidates. Purchase card size envelopes to accommodate the CD, and fold your resume in half. [www.paperdirect.com](http://www.paperdirect.com) has an elegant assortment of papers, including 5 ¾" x 8 ¾" greeting card size envelopes. Office Max carries them in white and cream as well.

Good luck!

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