**Instructions To Create An E-Portfolio**

Go to the start button on your computer

Click on “all programs”

Open Adobe Acrobat 9 Pro Extended

Go to “File” and click on “Create PDF Portfolio”

To begin go to the bottom of the page and select create new folder. It will ask you to name the folder. Please number your folders as you name them. That is type them like below. (Check your spelling and use a capital to start each word)

1. Personal Profile
2. Classroom
3. School & Community
4. Workplace Learning
5. Enterprise Learning
6. Resume
7. Summary

Then on the basic layout on the editing tools – choose a layout – click on one to see what it is like

Click on colour scheme and choose a colour scheme. If you click on customize you do more changing of colours eg – you can change text and card colours as well as the background

Click on welcome and header. Click on header and you can choose to either just have a text heading or a text and picture. Type in your name eg: Deb White or Deb’s Portfolio. If you chose to add a picture as well you will have to browse and find an appropriate picture.

Click on Publish and click save. Be sure to send the save to your own drive and save it with a name like e-portfolio so as you can find it later.

When ever you want to modify this portfolio go to modify and click on the edit option – this will bring up the editing tool bar on the side

Adding Files

Click on add files at the bottom of the page. Browse to the document you need to add

1. Go to desired document
2. Add document. Do this by clicking on it. It will appear on your portfolio. Put this in the Personal Profile folder by clicking on it and holding it to drag in over the place you want it to go.