

Assignment 6: Print-Based Instructional Materials

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CREATING A PDF PORTFOLIO

IN THIS GUIDE YOU WILL LEARN HOW TO ASSEMBLE MULTIPLE FILES INTO AN INTEGRATED PDF PORTFOLIO. THE FILES IN A PDF PORTFOLIO CAN BE IN DIFFERENT FORMATS AND CREATED IN DIFFERENT APPLICATIONS. FOR EXAMPLE, SUPPOSE YOU HAVE A PROJECT THAT INCLUDES TEXT DOCUMENTS, EMAIL MESSAGES, SPREADSHEETS, VIDEOS, AND POWERPOINT PRESENTATIONS. YOU COULD COMBINE ALL OF THESE DOCUMENTS INTO A PDF PORTFOLIO.

CREATING A PDF PORTFOLIO INTRO

Faculty and staff at the university seeking to create a professional portfolio, now can do this easily with Adobe Acrobat 9 or higher. This lesson will teach learners how to develop a customized and organized PDF portfolio comprised of multiple files assembled into an integrated PDF unit. After this lesson is completed learners will have the tools and knowledge to showcase their skills, abilities, and accomplishments.

WHAT IS A PORTFOLIO?

A portfolio is a purposeful collection of a learner's work that illustrates efforts, progress, and achievement. This collection contains artifacts, assignments and sample work that is organized, goal-driven, performance based evidence that indicates the attainment of the knowledge, skills, and attitudes of the learner. This is important for anyone who wants to advance in his/her career. A PDF portfolio allows the user assembled their collection of content and bundle it into one PDF file.

WHY USE PDF PORTFOLIOS?

A PDF portfolio is a benefit because it will allow one to provide a picture of the learner's development and competencies and will provide prospective employer's with information about a learner's suitability for a position and showcase their abilities.

WHAT ELSE CAN WE USE PDF PORTFOLIOS FOR?

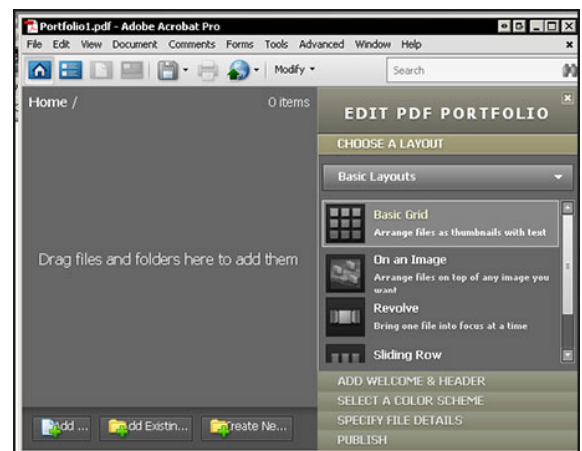
A PDF portfolio allows you to create a professional, well-organized presentation. You can use it to delivering a sales proposal, a project plan, an interactive presentation, or even an ePortfolio of your work online, Adobe Acrobat software lets you present all of your materials in a single branded, multimedia PDF Portfolio for high impact. Knowing how to create a PDF portfolio is a +-valuable tool for any learner to enhance their skills for school and work.

OVERVIEW

Goal: Given some sample files, learner will use Adobe Acrobat 9 or higher to develop a PDF portfolio.

Objectives: By the end of this lesson learner should be able to:

- 1) Open Adobe Acrobat 9 Pro
- 2) Assemble a PDF Portfolio
- 3) Customize Properties
- 4) Publish the PDF Portfolio.



Audience: Faculty and Staff at the university enrolled in the Leadership Academy Program.

Note:

The media to be used to create this instructional lesson will be text and images. The media will have step-by-step instructions on how to assemble a PDF portfolio. Images will be screenshots that will illustrate the software interface and major steps in the assembling and customizing the PDF portfolio. The learner will need to have some basics skills to begin the activity such as:

- 1) Login to computer and
- 2) Locate program. Learner will use a computer and the Adobe Acrobat 9 Pro software to complete this activity.

CREATING A PDF PORTFOLIO

It's easy to create a PDF Portfolio and add files to it. Below you will find step-by-step lesson on how to create a PDF Portfolio by adding files, customizing the layout, welcome page, header, add a color scheme and publish the portfolio.

Step 1:

OPEN ADOBE ACROBAT 9 PRO

In this section, you learn how to access the program to begin creating your portfolio.

1. Login to computer:
 - a. Type in username: train
 - b. Type in password: University
2. Locate program
3. Right click on Adobe Acrobat 9 Pro icon on the Desktop to open program.

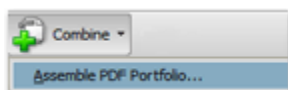


Step 2:

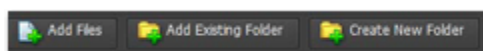
ASSEMBLE A PDF PORTFOLIO

After loading the program you will begin assembling your portfolio to include the sample files to showcase different file types that can be included in a portfolio. You can add individual files, entire folders of files, or you can create portfolio folders in Acrobat into which you place files.

1. Start creating your portfolio by selecting Assemble PDF Portfolio from the Combine pull-down menu on the Tasks toolbar.



2. To add content to your PDF Portfolio, Click the Add Files or drag and drop files or folders into the center of the screen.



- a. Navigate to the sample files folder on the Desktop called "Portfolio Sample".
- b. Add all files in "Portfolio Sample" folder.

Step 3:

Customize properties

This step allows you to choose the look and feel of your portfolio. Customize it to give the best representation of your work by selecting a layout, adding a welcome page, selecting a color scheme, and by specifying the file details.

SELECT LAYOUT

Select from four layouts: Basic Grid, On an Image, Revolve, and Sliding Row. This allows you to customize the look and feel of your portfolio.

1. In the Edit PDF Portfolio pane, select “Choose a Layout”.
2. Click the layout you want.



ADD A WELCOME PAGE

You can include a welcome page and header in a PDF Portfolio. The welcome page can provide information or instructions for using the PDF Portfolio.

1. In the Edit PDF Portfolio pane, choose Add Welcome & Header.
2. Select either Welcome Page or Header, and then select a template from the list.
3. Click in the boxes to add content.
4. As needed, select a text or image box and specify size, background color, and other properties.



SELECT A COLOR SCHEME

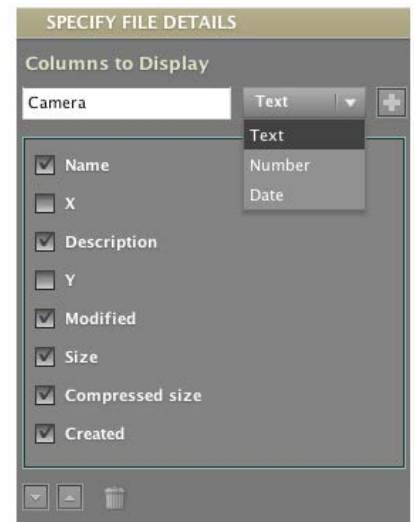
1. In the Edit PDF Portfolio pane, choose > Select A Color Scheme.
2. Click the color buttons to preview color schemes, or click Customize Color Scheme and specify the colors.



SPECIFY FILE DETAILS

You have the option of choosing what file data you want to be accessible to viewers. To choose the details you want, follow the steps below:

1. In the Edit PDF Portfolio pane, choose > Specify File Details.
2. Do any of the following under Specify File Details:
 - a. To show or hide a column in the list, select or deselect it.
 - b. To add a column, type the name in the Add a Column box, select a data type from the menu, and click the Add button.
 - c. To change the order of a column, select it and click the up or down arrow.
 - d. To specify the initial sort order or create a custom sort order



Step 4:

PUBLISH THE PDF PORTFOLIO

When you're finished pulling your portfolio together, click on the Publish tab in the Edit PDF Portfolio panel

1. Choose File > Save Portfolio.
2. Type a name for the portfolio in the "File name" field and click once on the "Save" button.



FINAL ASSESSMENT

Instructions: Now that you have gone through all the steps in this lesson, use the guide below to help you navigate through each step, to demonstrate what you've learned. Using the Adobe Acrobat 9 PDF Portfolio Observer Checklist on the next page, an observer will evaluate that you are able to complete each step within the time allotted.

Entry Skills

- **Log in to computer, within 60 seconds**
- **Locate Adobe Acrobat 9 Pro program, within 30 seconds**

Open Adobe Acrobat 9 Pro

- **Click on Adobe Acrobat 9 Pro icon to open program, within 30 seconds**

Assemble a PDF Portfolio

- **Navigate to the sample files provided, within 90 seconds**
- **Add sample files to the PDF Portfolio, within 90 seconds**

Customize properties

- **Select a layout, within 90 seconds**
- **Add sample text to welcome page, within 90 seconds**
- **Select a color scheme, within 90 seconds**
- **Select columns with file details to display, within 90 seconds**

Publish the PDF Portfolio

- **Save the document, within 30 seconds**

The observer checklist on the last page will allow an observer to evaluate successful learning transfer by each step being checked off as it is completed correctly.

Adobe Acrobat 9 PDF Portfolio Observer Checklist

This assessment is for a learner performance and is a checklist to be used by an observer. The observer will watch a learner as they follow the stepwise procedures necessary to assemble a PDF Portfolio utilizing the Adobe Acrobat 9 Pro software.

Entry Skills	
<input type="checkbox"/>	Learner has logged in to computer, within 60 seconds
<input type="checkbox"/>	Learner located Adobe Acrobat 9 Pro program, within 30 seconds
Open Adobe Acrobat 9 Pro	
<input type="checkbox"/>	Learner has clicked on Adobe Acrobat 9 Pro icon to open program, within 30 seconds
Assemble a PDF Portfolio	
<input type="checkbox"/>	Learner has navigated to the sample files provided, within 90 seconds
<input type="checkbox"/>	Learner has added sample files to the PDF Portfolio, within 90 seconds
Customize properties	
<input type="checkbox"/>	Learner has selected a layout, within 90 seconds
<input type="checkbox"/>	Learner has added sample text to welcome page, within 90 seconds
<input type="checkbox"/>	Learner has selected a color scheme, within 90 seconds
<input type="checkbox"/>	Learner has selected columns with file details to display, within 90 seconds
Publish the PDF Portfolio	
<input type="checkbox"/>	Learner has saved the document, within 30 seconds

If every step is completed without assistance, learner has successfully created a PDF portfolio.

Instructions: Print & cut out the quick tip guide below and use it as a reference when creating a PDF portfolio. Also, bookmark links at the bottom of this sheet as a resource and for future reference.

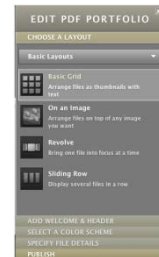
Quick Tips Guide

Add files to a PDF Portfolio

1. Choose File > Modify PDF Portfolio > Add Files, and select one or more files.

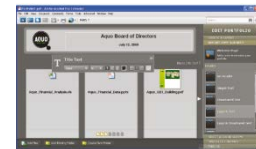
Choose a layout

1. From an open PDF Portfolio, choose File > Modify PDF Portfolio > Edit Portfolio.
2. In the Edit PDF Portfolio pane, select Choose A Layout.
3. If necessary, choose a category from the pop-up menu.
4. Click the layout you want.



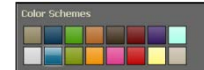
Add a welcome page and header

1. Choose File > Modify PDF Portfolio > Edit Portfolio.
2. In the Edit PDF Portfolio pane, choose Add Welcome & Header.
3. Select either Welcome Page or Header, and then select a template from the list.
4. Click in the boxes to add content.
5. As needed, select a text or image box and specify size, background color, and other properties.



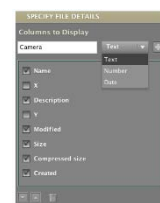
Select a color scheme

1. Choose File > Modify PDF Portfolio > Edit Portfolio.
2. In the Edit PDF Portfolio pane, choose Select A Color Scheme.
3. Click the color buttons to preview color schemes, or click Customize Color Scheme and specify the colors.



Specify file details

1. Choose File > Modify PDF Portfolio > Edit Portfolio.
2. In the Edit PDF Portfolio pane, choose Specify File Details.



Resources

For videos and other resources on PDF Portfolios, see the following links below:

- Getting started tutorial: [PDF Portfolios](#)
- Creating and securing PDF Portfolios: www.adobe.com/go/lrvid4201_a9
- Creating a business PDF Portfolio: www.adobe.com/go/lrvid4204_a9
- Articles, tutorials, and tips about PDF Portfolios: <http://acrobatusers.com/>
- PDF Portfolio gallery: www.acrobatusers.com/gallery/pdf_portfolio_gallery/