# STUDENT TUTORIAL

## Creating Your Electronic Portfolio
## With Adobe Acrobat 7 (2008)

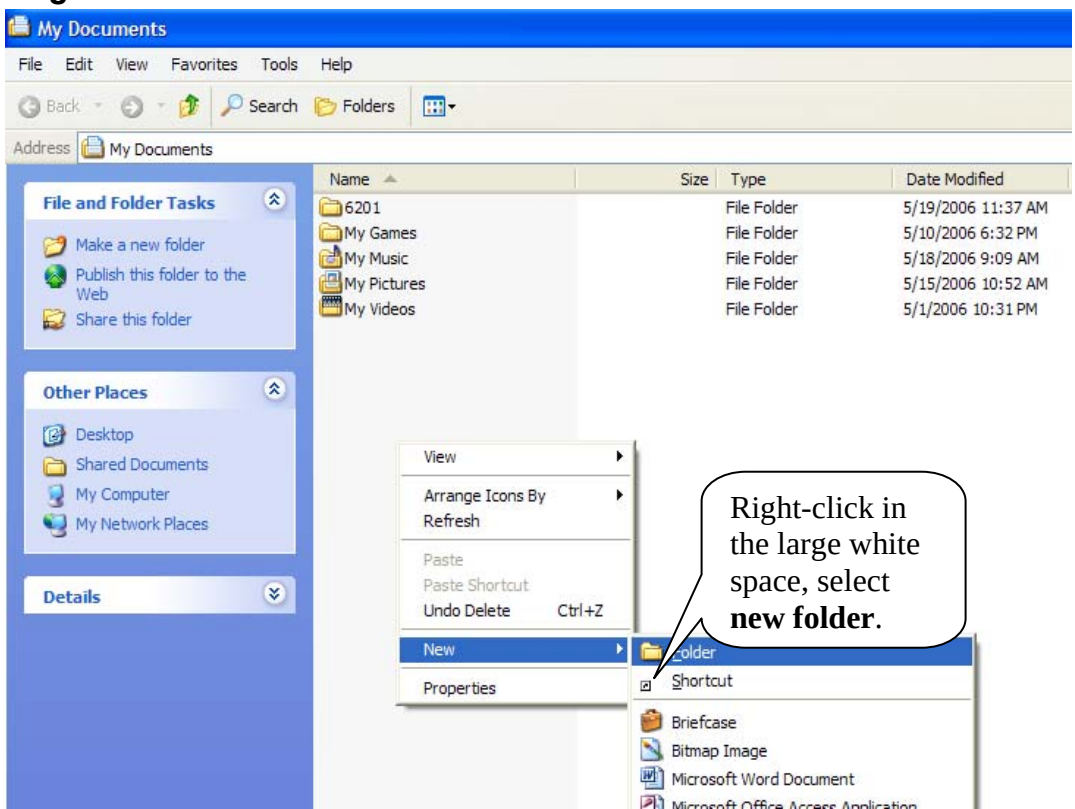
*Note: Please refer to the Division of Social Work **Student Handbook** and your Advisor for the content and formatting requirements for the portfolio. You will create seven separate documents for your written narratives on the seven program objectives. Obtain Adobe Acrobat 7 (Student Edition is sufficient. The VSU Bookstore sells it with a discount).*

*What this tutorial will teach you: You will be directed to copy all the documents and files for your portfolio into one folder. You will generate your portfolio by asking Acrobat to create one large PDF document from your individual files. You will then create "Bookmarks," which are links within your portfolio from one document or artifact to another. As an option, you can also create links from your table of contents page numbers to the document to which the page number points. Finally, you will copy (burn) your portfolio to a CD.*

**Step 1: Copy the files and documents for your portfolio into one folder before they are converted simultaneously into PDF format.**

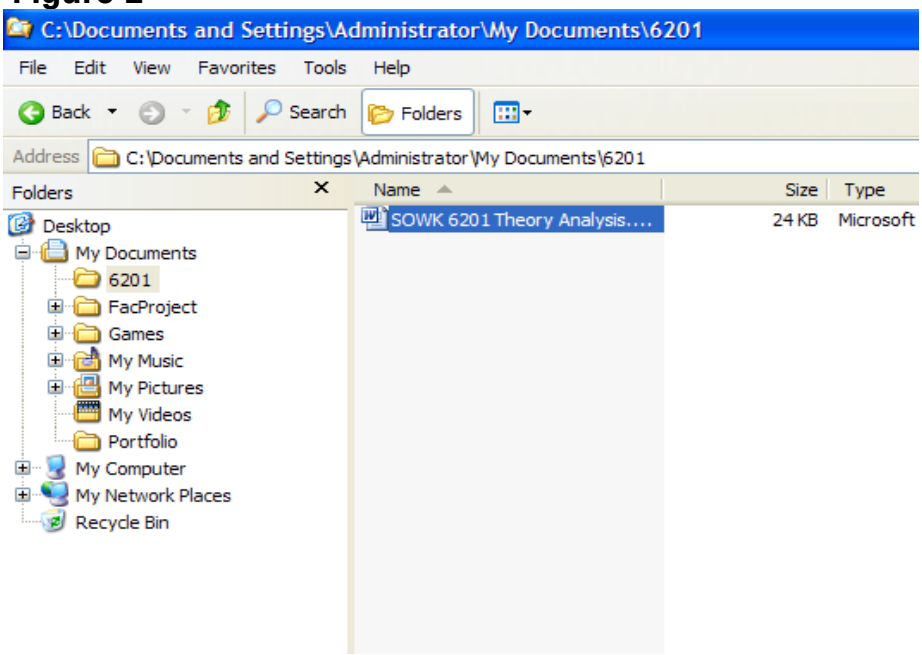
1. Open My Documents. Create a **new folder** and name it **Portfolio** (See Figure 1).

**Figure 1**



2. Click on **Folders** in the standard toolbar.
3. Using right-click OR the Edit menu, **copy** and **paste** each file that you intend to include in your portfolio from its location in your computer or on a disk into the newly created Portfolio folder (See Figure 2).

**Figure 2**

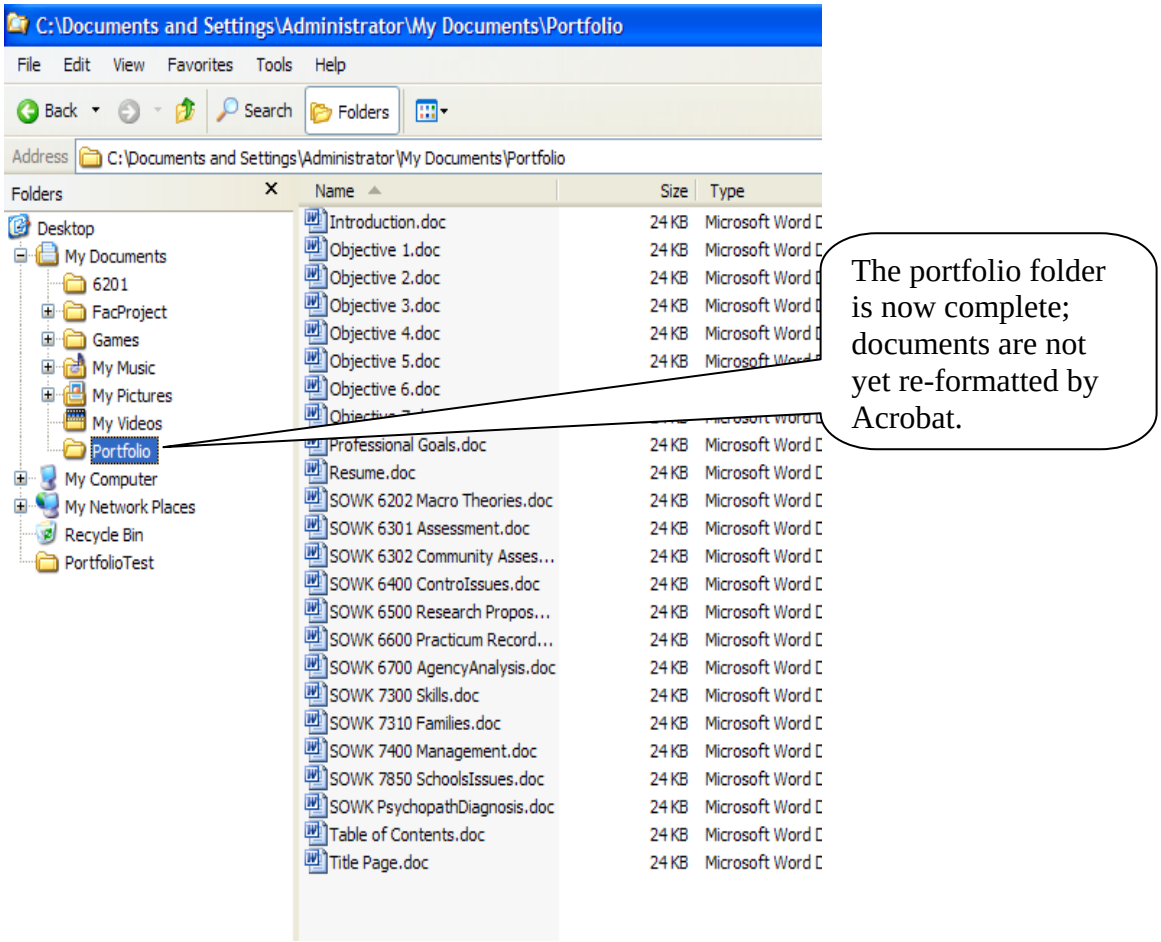



4. Copy and paste all your portfolio artifacts in this way: Word documents and other documents, graphics and sound files, even movie clips and scanned documents. This tutorial will address only the basic documents you will probably use, and at the end will provide links for more advanced options.

   Copy and paste your separate written narratives on the **seven program objectives** into the portfolio folder.

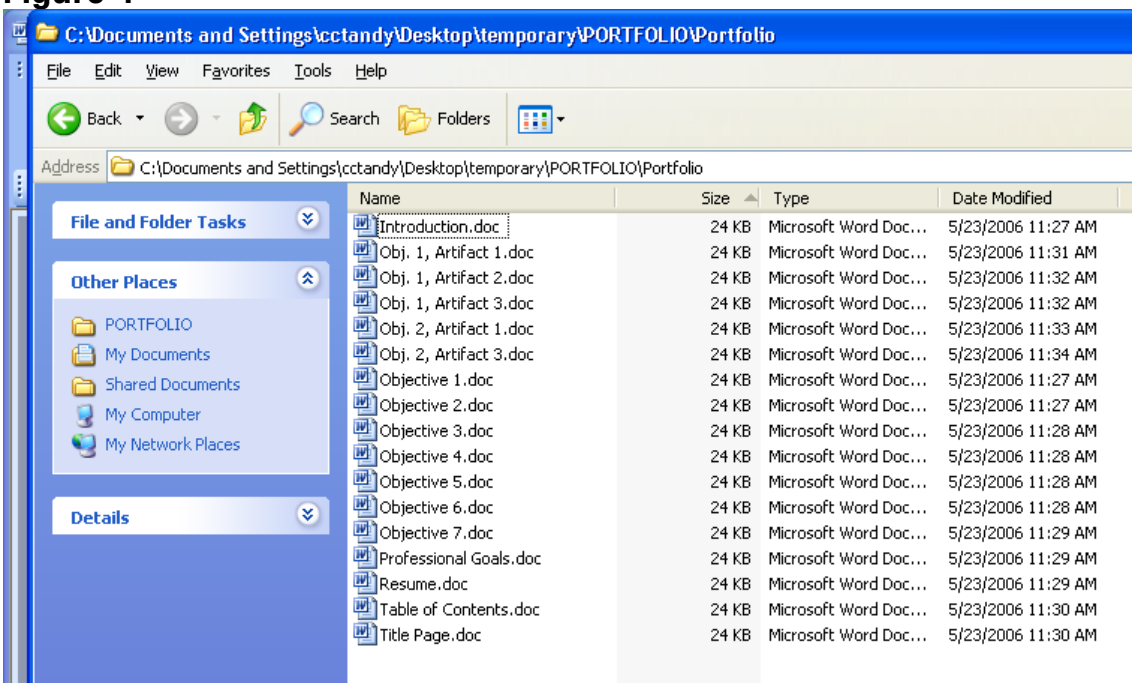
   Create any additional documents you will need in your portfolio such as **Title Page, Introduction, Table of Contents, Professional Goals,** and **Resume.** Copy & paste them into the portfolio folder (See Figure 3).

**Figure 3**




5. If you like, you can re-name any of your files with more descriptive names as they will appear in the final portfolio document, although you will later create “Bookmarks” that will accomplish the same purpose (See Figure 4).

**Figure 4**

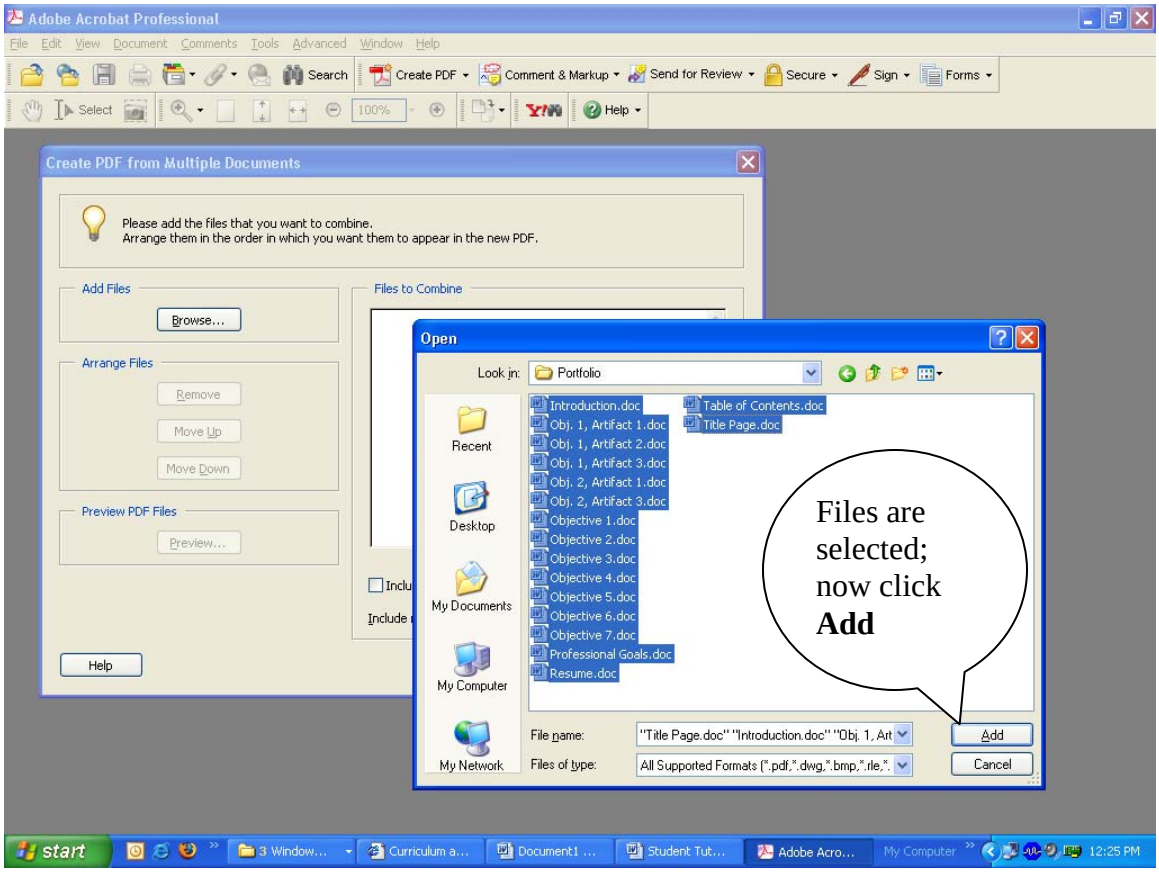



## Step 2: Adding Your Files to Acrobat (Generating Your Portfolio)

*In this step, you will convert multiple files from various sources (.doc, .xls, .ppt, .jpg, .gif, and others) to one large PDF file. There is no need to convert each file from within its respective source application. If some of your files are already PDF, that is fine. Acrobat will simply ignore them while it converts the rest of your files.* ***If any of your files do not convert with the others (e.g., an Excel file), convert it separately before beginning Step 2).***

1. Open Adobe Acrobat.
2. Go to **File** and select **Create PDF**...**From Multiple Files**
3. Click **Browse**; locate and open your portfolio folder.
4. Hold down the **Shift** key and click the **left mouse button** on the first file and others in the list to include.
5. Click **Add** (see Figure 5).

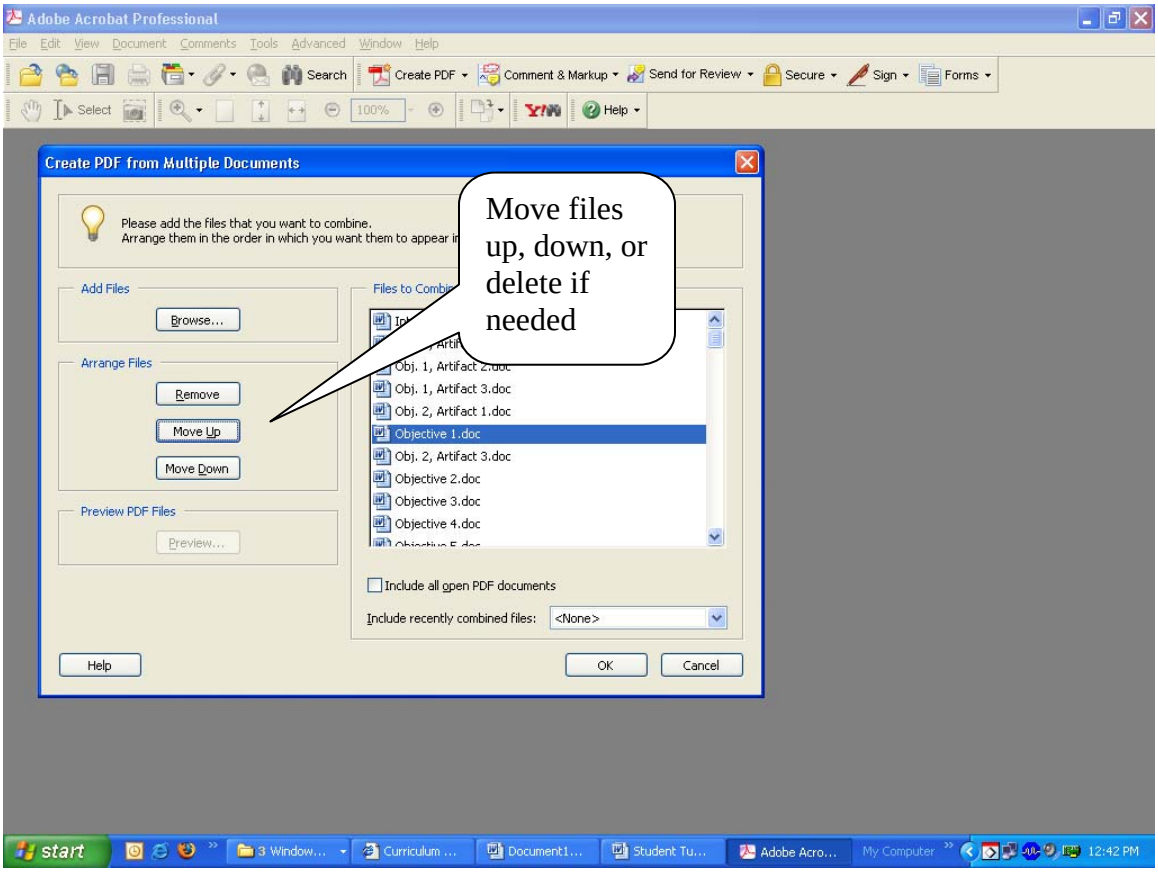
**Figure 5**




*Note: You can add a file more than once, if you desire. Click the **Help** button in the lower left corner for other options at this point.*

6. Now click any of the files to begin the process of re-arranging the order of files in your portfolio. Use the **Move Up** and **Move Down** buttons to accomplish this organization task (See Figure 6). **Click OK.**

**Figure 6**



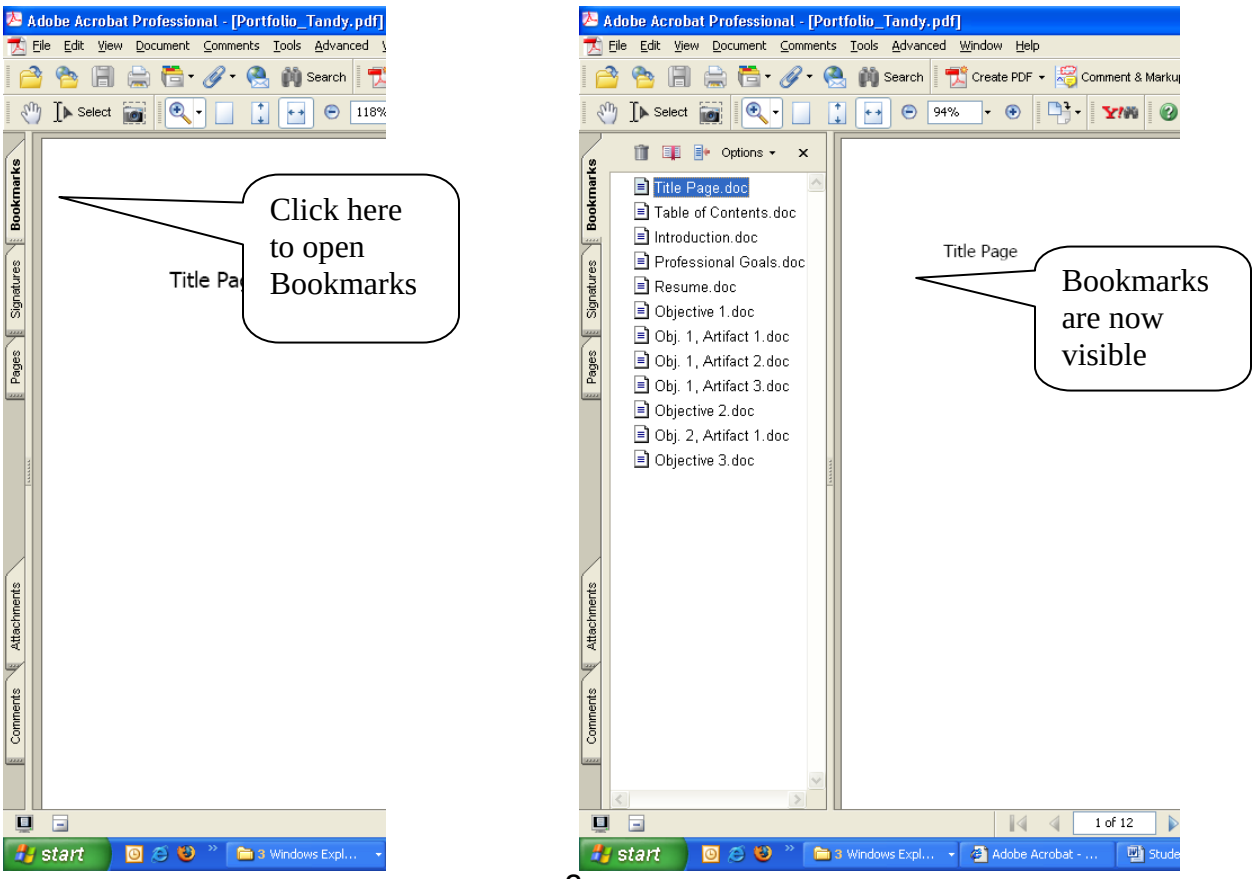

7. Acrobat will now assemble your portfolio slowly, so be patient! It will take several minutes, depending upon your computer's speed. It is advisable to leave Acrobat alone and not multi-task during this process.
8. At the end of the process, Acrobat will prompt you to **save** the portfolio file and will by default name it "binder1.pdf" but you can re-name it (e.g., **Portfolio_Smith_Rebecca**) and **Save** it to your Portfolio folder.
9. The final product (your portfolio) will be a very large PDF file in the order you specified. To view the contents of your portfolio, click on the **Bookmarks** tab along the left side of the screen. You will see tabs (revealing different views) along the left side of the portfolio. You will use **Bookmarks** and **Pages tabs**, which will be explained in subsequent steps (See Figure 7).
10. You can look through your portfolio carefully for mistakes. If pages or documents are not in the correct order, you can re-arrange or replace a page or multiple pages later in the **Pages** tab (See FAQs at the end of the tutorial). Another option is to begin again with **Step 2, #2**.

## Step 3: Creating & Managing Bookmarks (to Navigate Portfolio Content)

*Acrobat electronic "Bookmarks" allow you to create a navigation path for your reader from one page, graph, or artifact to another. Along the left side of your portfolio you can see the tabs, which include Pages and Bookmarks. In the Page view, you see "thumbnails" of the pages and can view/manipulate them. Your reader, however, will find it easier to navigate the portfolio using Bookmarks. Later, you will password-protect your portfolio so readers will not be able to change or edit pages or Bookmarks.*

1. Click the **Bookmark Tab** at the far left of the document window (See Figure 7).

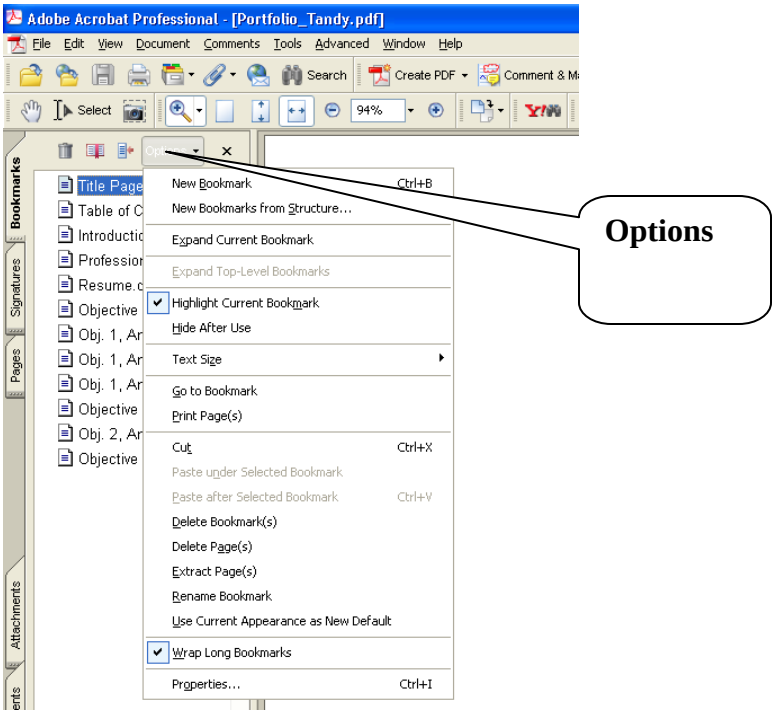
**Figure 7**




2.

2. Adding & Naming Bookmarks:

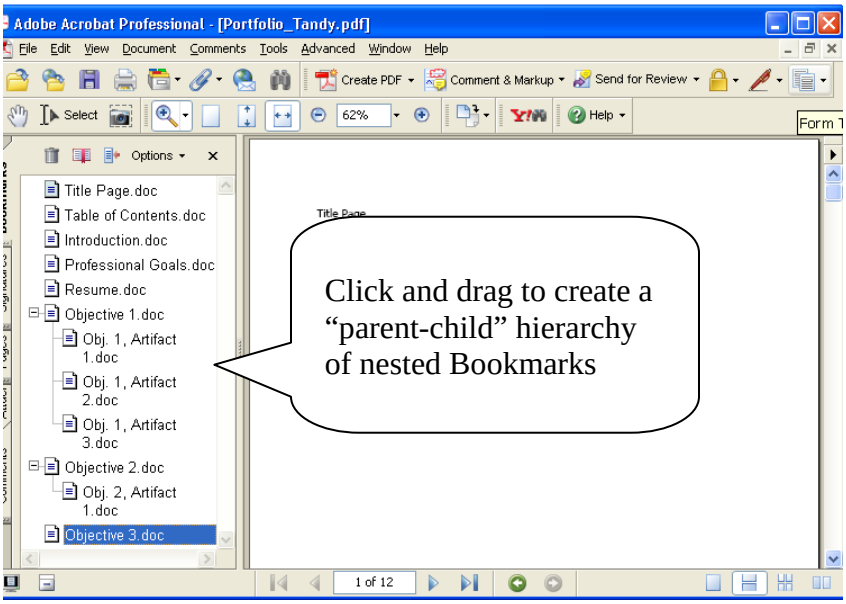
**Figure 8**




a. Each document in your portfolio was assigned a Bookmark by Acrobat using the file name. You may want to change the names to something more descriptive. **Right-Click** a **Bookmark's name** and select **Rename** to make the text active, and then type in a new name.
b. **Click** the **Bookmark Tab,** and then select **Options.** Click **New Bookmark** for each artifact and document that you choose.
c. Bookmarks are organized in an outline type of hierarchy. Try to use three or fewer levels for optimal viewing. Bookmarks with (+) contain content and are expandable.
d. Go to **Bookmarks Tab, Options** to delete, rename, and add new Bookmarks.
e. **Note that moving a Bookmark does not automatically move the page! To do that you must go to the Page Tab and move pages.**

3. Managing Bookmarks
   a. Manage long bookmarks by clicking the **Options** button at the top of the Bookmarks tab and select **Wrap Long Bookmarks** (See Figure 8).
   b. If you would rather any particular page display as "zoomed in" or "zoomed out," **Right-click** on the page or bookmark**,** go to **Properties**, and correct it. See Help for more.

**Figure 9**




4. Set the Bookmark Screen Permanently for Your Portfolio
    a. This is a crucial step! Go to **File, Document Properties.** Click the pull down menu **Initial View.** Under **Show,** select **Bookmarks Panel and Page**.
5. Password-Protect Your Portfolio
    a. This is a final step. As above, go to **File, Document Properties.** Click the pull down menu **Security.** Select **Password Security.** You can then require a password to open the portfolio and/or edit and print.

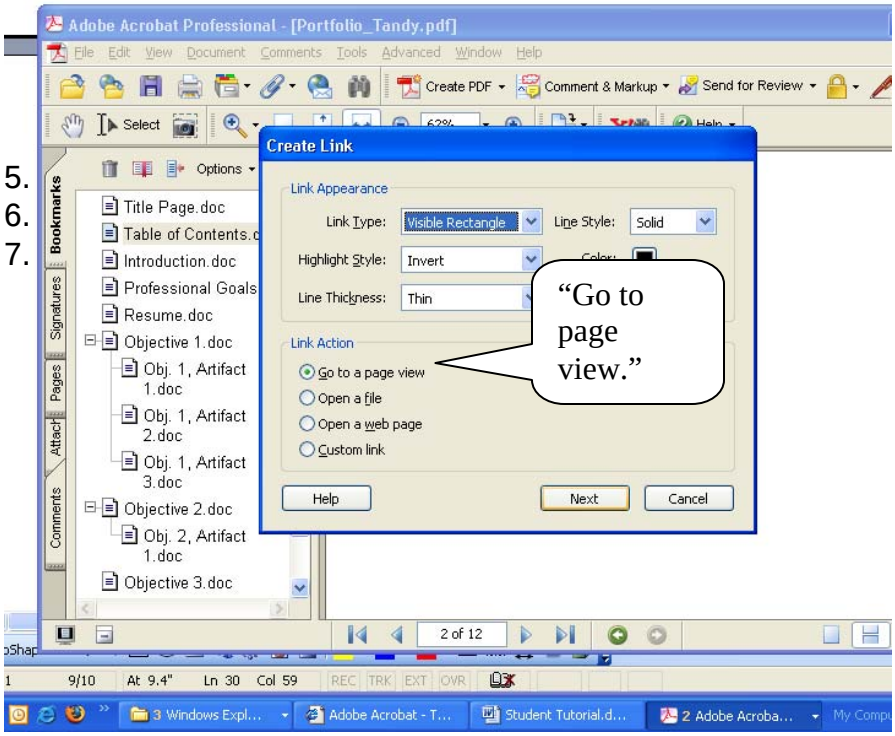
## Step 4 (Optional): Creating Hyperlinks from Table of Contents

*Note: Active hyperlinks from Table of Contents (or other areas of your portfolio) are not necessary, but they do add to the professional appearance of your portfolio.*

1. Open **Tools, Advanced Editing,** and then select **Link Tool** (or select the link tool on the Advanced Editing Toolbar).
2. Go the area from which you want to link (e.g., "Statement of Professional Goals" from the Table of Contents, which might point to page 8). *In the example, because this is not a real portfolio and the table of contents is not filled out, the word "contents" will be linked to Objective 1, Artifact 2, which begins on Page 8.*
3. Drag to create a text box surrounding the target for the active link (e.g., the word "Contents").
4. Click and the **Create Link** box will appear. For **Link Action,** select **Go to a Page View.** Click **Next** (See Figure 10).

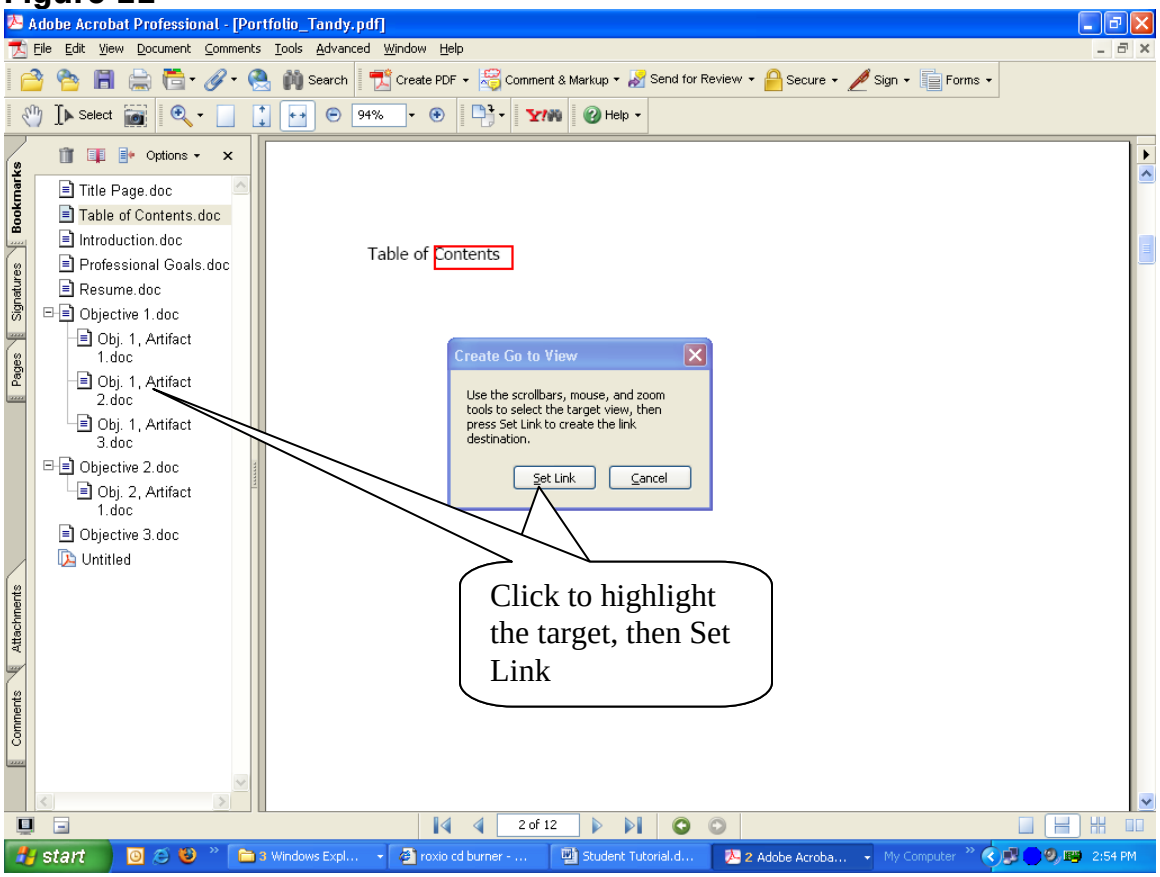
**Figure 10**

5.
6.
7.




5. Then (as the box indicates) point with your mouse and **click** on the target (Bookmark for Objective 1, Artifact 2). Then **Set Link** (See Figure 11). Go on to #8 to complete the action.

**Figure 11**




8. **Click** the **Hand Tool** on the Toolbar to de-select the Link Tool, which completes the action.
9. For more, search the Help Index, "link tool."

## Step 5: Copy (Burn) to a CD

1. Follow the directions for the CD burning application (e.g., Nero or Roxio) on your computer.
2. Create an exact data copy. The application will ask you to **Browse** to find your portfolio file, then you will copy (burn) the file. At the end, it will prompt you to copy more CDs (or quit).
3. For an Adobe Acrobat tutorial "Publish PDF Files to CD" see http://studio.adobe.com/us/tips/tip.jsp?p=1&id=100688&xml=acr7pubcd

## Adobe Acrobat Tutorials and Instructional Guides

*Note: While not necessary for your portfolio, "Adobe Acrobat 7.0 Curriculum Guide" and Adobe Acrobat Tips & Tutorials" provide advanced instruction in working with digital and scanned materials, and editing and annotating PDF documents. Lesson 6 introduces Acrobat's interactive features and demonstrates how to use links, buttons, movies and sound files. See the Adobe Acrobat 7.0 Curriculum Guide at http://www.adobe.com/education/pdf/acrobat_curriculum7/acrobat7_curriculum_guide.*

*pdf* and more from Adobe Acrobat's Convert Theses or Dissertations to Adobe PDF (step by step tutorial) at http://www.adobe.com/education/etd/tutorials.html

**How do I Manage Pages?**

**1. Delete a page or pages:** From the **Page** view, choose **Document...Delete Pages.** *For more, go to Help...Delete page. Be careful; you cannot "un-delete."*

**2. Insert a page:** With **Document, Insert Pages,** you can insert pages from one PDF file or document into another one.

**3. Replace a page or pages:** From the **Page** view, choose **Document...Replace Pages.** *For more, go to Help...Replace pages.* **Select** the new file, and make sure that you are replacing it at the correct page number. Click **OK.**

**4. Re-order (move) pages**: Click **Pages** at the far left of the document to open the **Pages Tab.** Click and drag the page "thumbnail" to the desired location.

**5. Re-number pages:** The default numbering is to sequentially number each page in every document. You can re-number pages. You can number pages in multiple sections separately. Go to **Page View, Options, Number Pages.**

** For more on Pages, go to Help...Search...Pages*

**How do I Manage Bookmarks?**

1. **Change the ranking of a Bookmark**: **Click the Bookmark's name**, then **drag** it to the left and release it. See the horizontal bar and pointer arrow to direct you as you drag the Bookmark up or down, or indent the level (See Figure 9).

** For more on Bookmarks, go to Help...Search...Bookmarks*

*Updated by C. Tandy January 2008*