

CAREER POWER SKILLS

The simple guide to researching careers
and creating your resume,
cover letter, print portfolio, e-portfolio,
and online web portfolio.

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HOW TO CREATE YOUR E-PORTFOLIO (PDF):

This document explains how to convert your documents into an E-Portfolio. It is intended to be used with a set of images or an existing portfolio book. If You would like to create a portfolio book, Download the template at careerpowerskills.portfoliovillage.com/.

E-portfolios are stand alone files that contain your work. They are different from a Web portfolio, which is a series of web pages on the Internet. An E-Portfolio is typically attached as a PDF file in an email or is linked to a Website. E-Portfolios can be created using any number of digital tools including MS Word, MS powerPoint, Adobe Indesign, or even Adobe Photoshop. The object is to collect a series of images and then convert them into one single, multi-page .PDF file.

Step 1 - Collect your content

You want to collect your work into single pages that can be combined in an application. The images can be .TIF, .JPG, .PNG, or .EPS. You should use .TIF or .EPS for the best printed output. If you think the file might be printed, use these formats. Most likely, the E-Portfolio will be viewed online. In this case, .JPG Or .PNG files would work best. You can convert your files to these file formats by using Adobe Photoshop. Open the images and SAVE AS. You can also SAVE AS .PDF, which will create a single page PDF file that can be combined in Adobe Acrobat to create a multipage E-Portfolio.

Step 2 - Create the PDF and save the E-Portfolio

Once you have the images, you need to combine them into a PDF document. You can do this several ways:

MAC

- Insert the images into sequential pages in MS Word or PowerPoint. Next, if you have a MAC, you can PRINT to a PDF file. Go to the Print dialogue box and click on the PDF button in the lower corner of the window. This will allow you to create a PDF of the document.

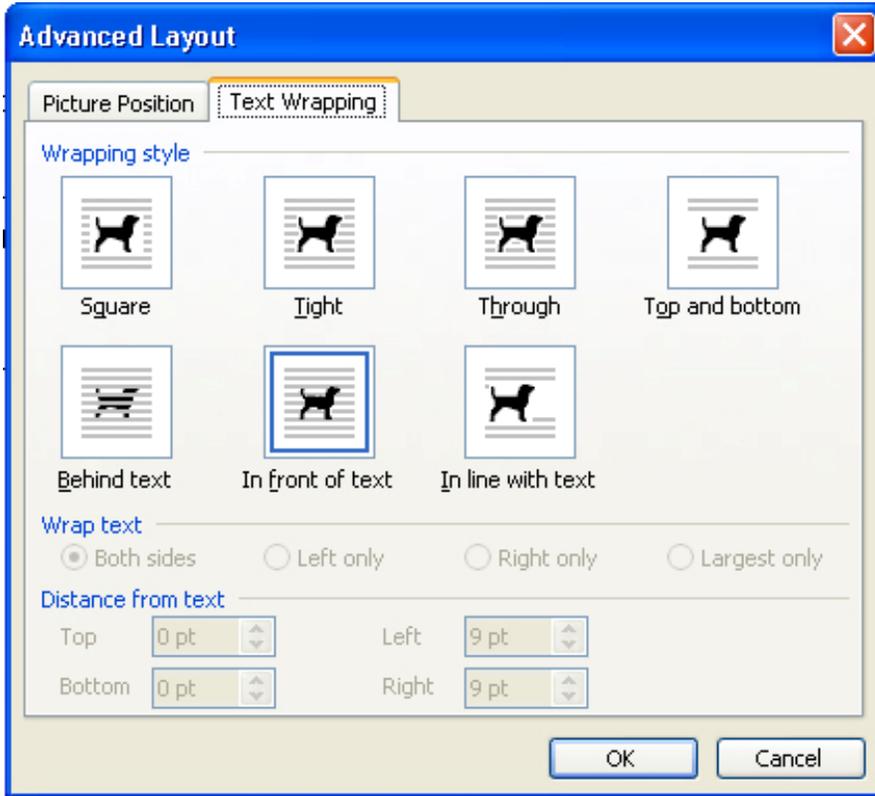
MAC or WINDOWS WITH ADOBE ACROBAT

- Use Adobe Acrobat. If you have a full version (not just the reader) you can combine PDF files into one document. Put all files in one folder, click on one file and select COMBINE IN ACROBAT and then choose the files to combine. You will get a single PDF file.

THIRD PARTY PDF MAKER

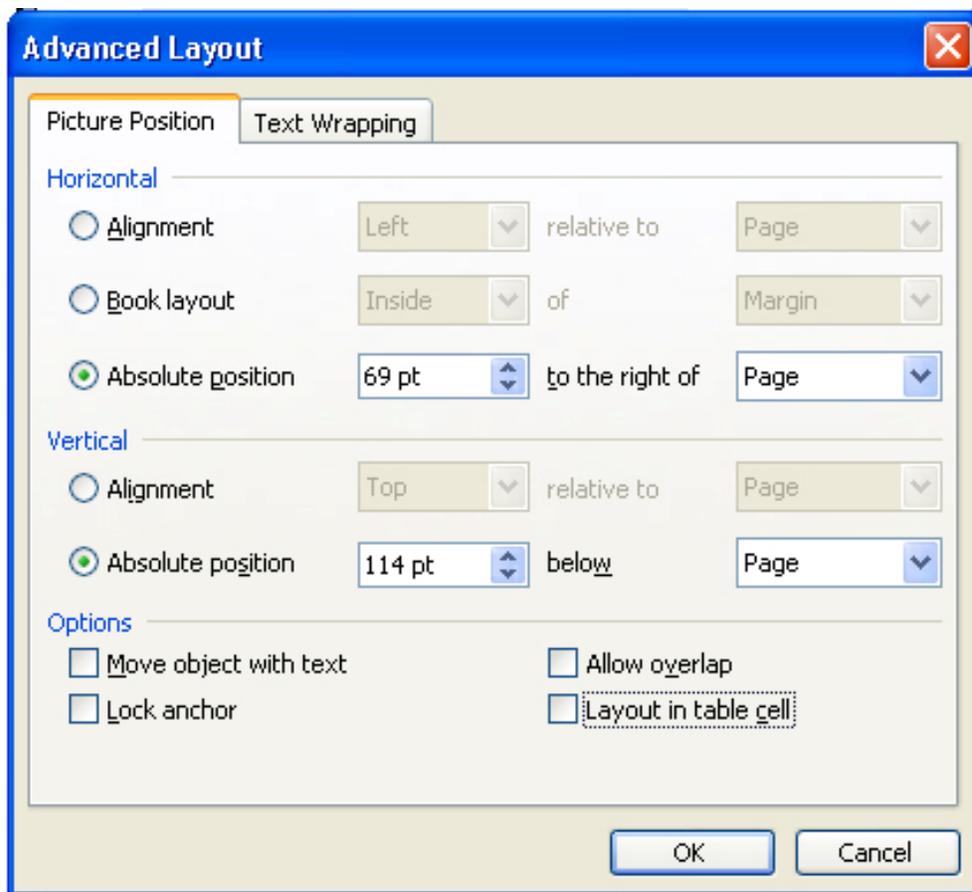
You can also use a web based PDF maker if you don't have a full version of Adobe Acrobat. Many are free and provide easy steps to creating a PDF. Go to careerpowerskills.portfoliovillage.com/e-portfolios to launch a PDF maker.

Once the picture is inserted...Double click on it and choose LAYOUT > ADVANCED and click TEXT WRAPPING > IN FRONT OF TEXT.



Next, click on ADVANCED > PICTURE POSITION and choose RELATIVE TO > PAGE for horizontal and vertical.

You can position the boxes on each page consistently by looking at the Picture Position and setting the absolute position for each object the same on each page. Make sure that the position is set to the right and below PAGE.



Edit the Template

Simply replace the images boxes with your content then print the pages. Arrange the pages in the order you wish, then, bind them into a portfolio book.