

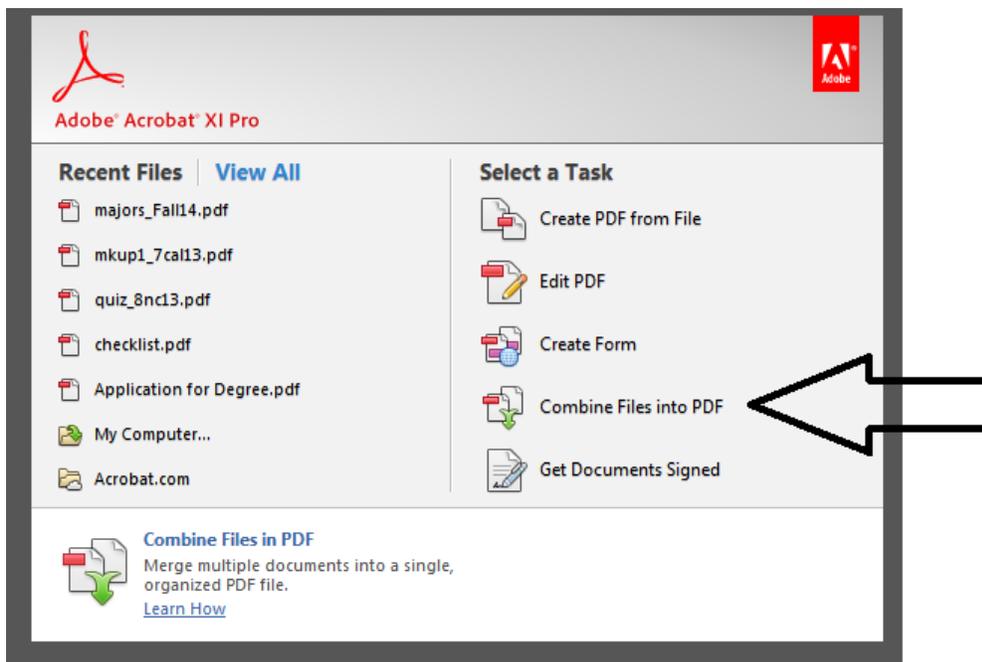
Instructions for creating an E-Portfolio using Adobe Pro

There are 4 steps:

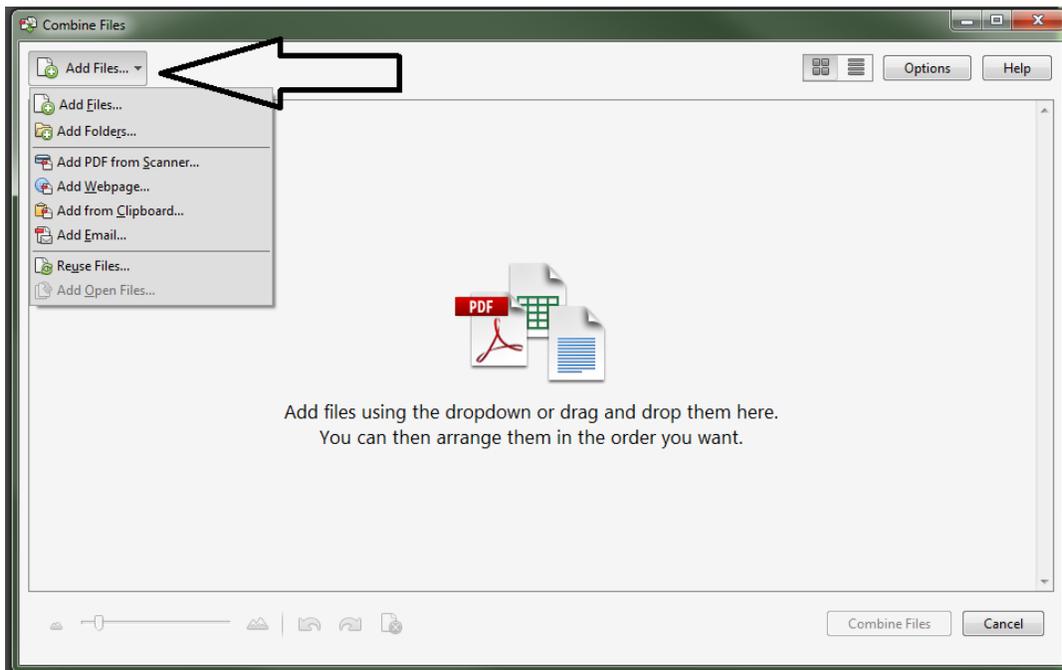
1. Create or obtain pdf files
2. Combine these files into a single pdf document
3. Create bookmarks
4. Upload the portfolio to the T-drive.

Step 1: You can create pdf files in a number of ways. For example, if working with a MS word document, simply choose PDF in the “save as” option within Word. Another common way is to scan documents.

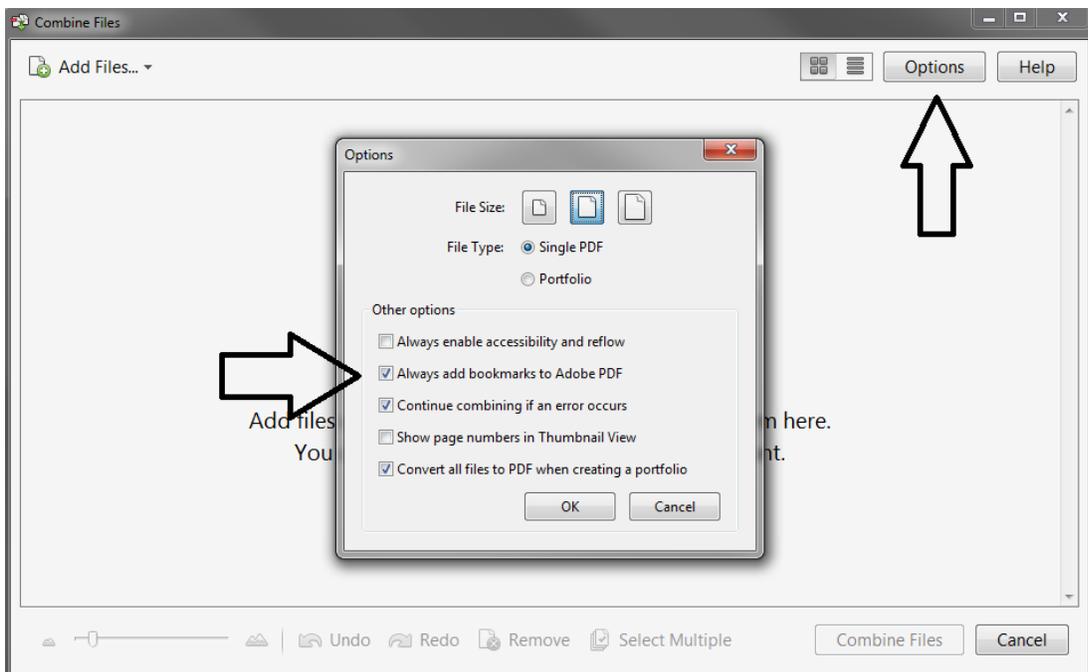
Step 2: To combine multiple pdf files, first open Adobe Pro, then select “Combine Files into PDF”.



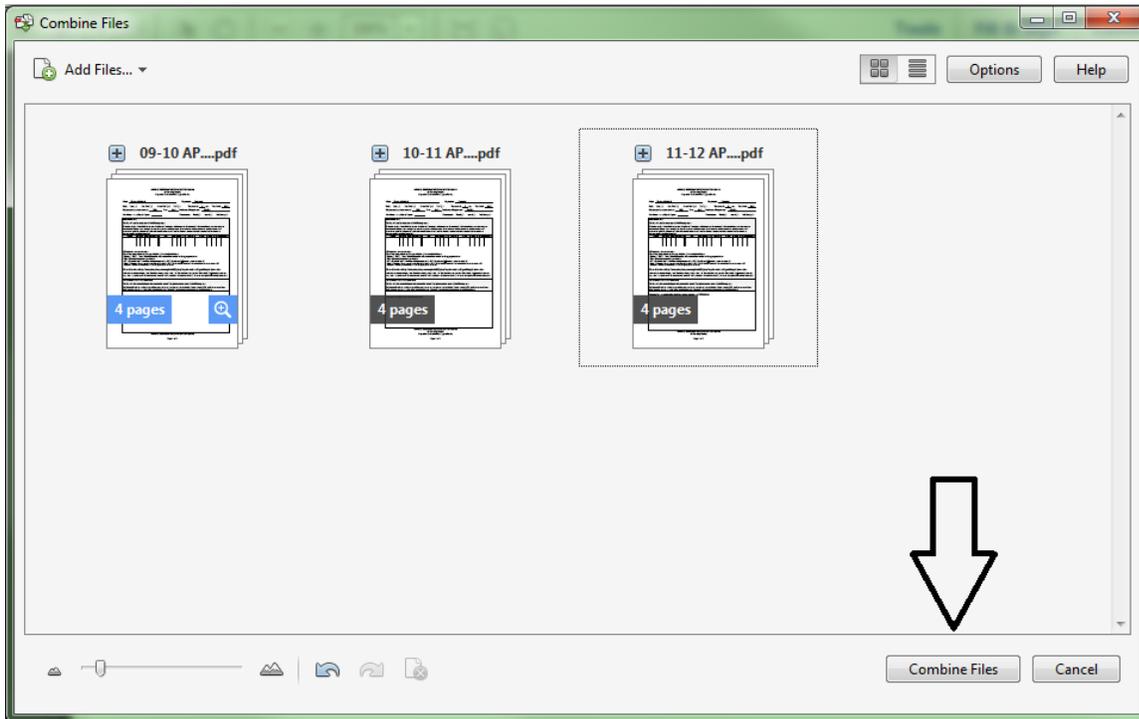
A window will open and you can either drag files or browse for files.



At this point one may choose to have bookmarks automatically included. To do this click "options" and check "Always add bookmarks to Adobe PDF". To manually insert or change bookmarks, see Step 3 below.

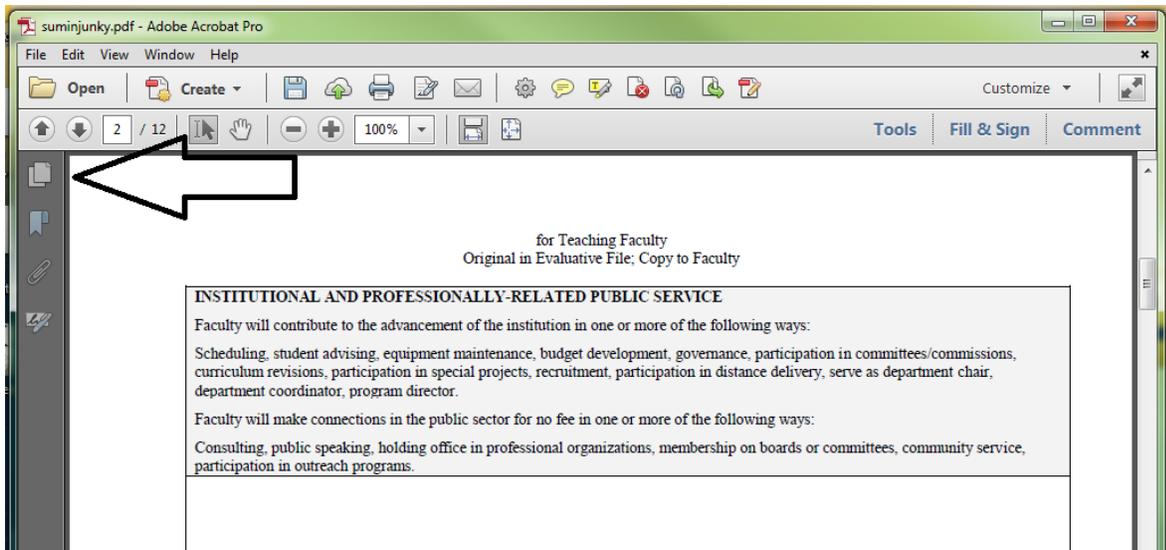


Now you are ready to combine the pdf files by selecting “Combine Files” and save with an appropriate name like *Portfolio_ExternshipSpring2017PSmith.pdf*.

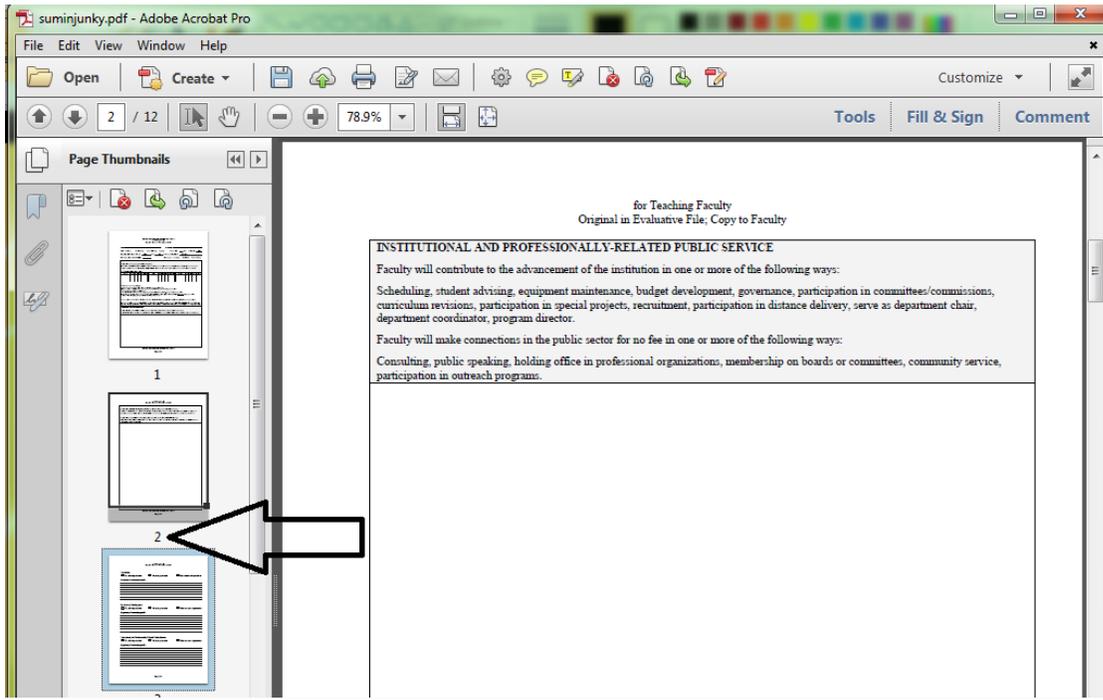


To add more pdf files to the portfolio at a later time, use the same procedure.

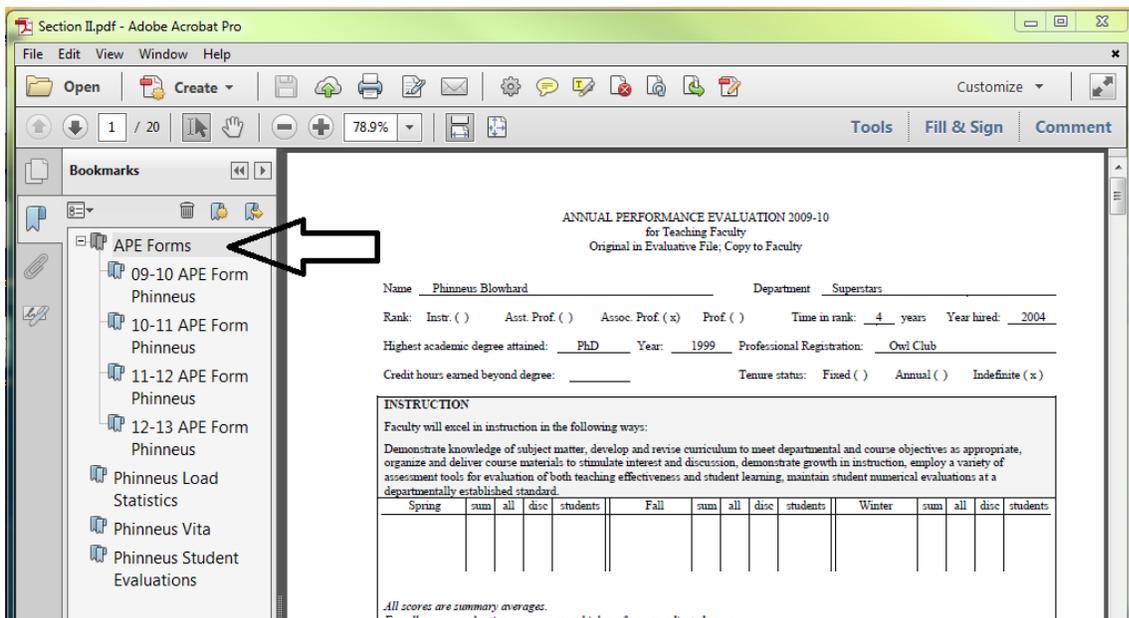
Pages can be reordered. To move a page first click the “page thumbnails” icon in the top left.



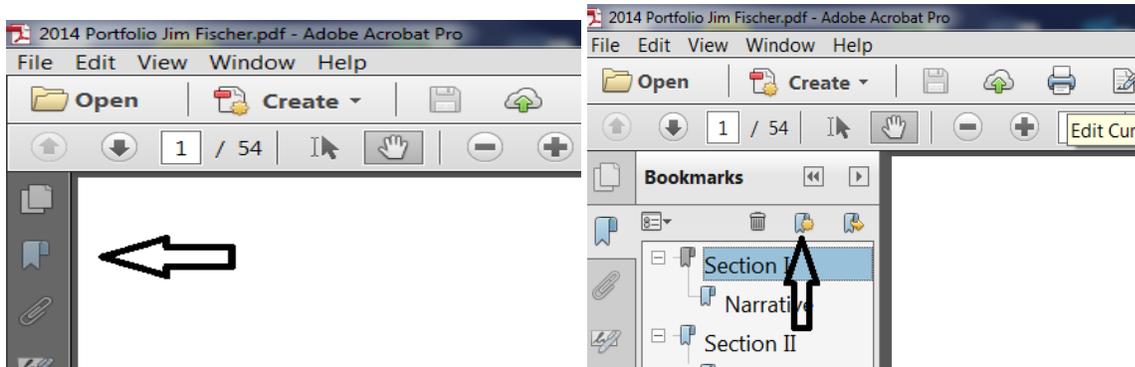
Then click the page **number** and drag to the desired location.



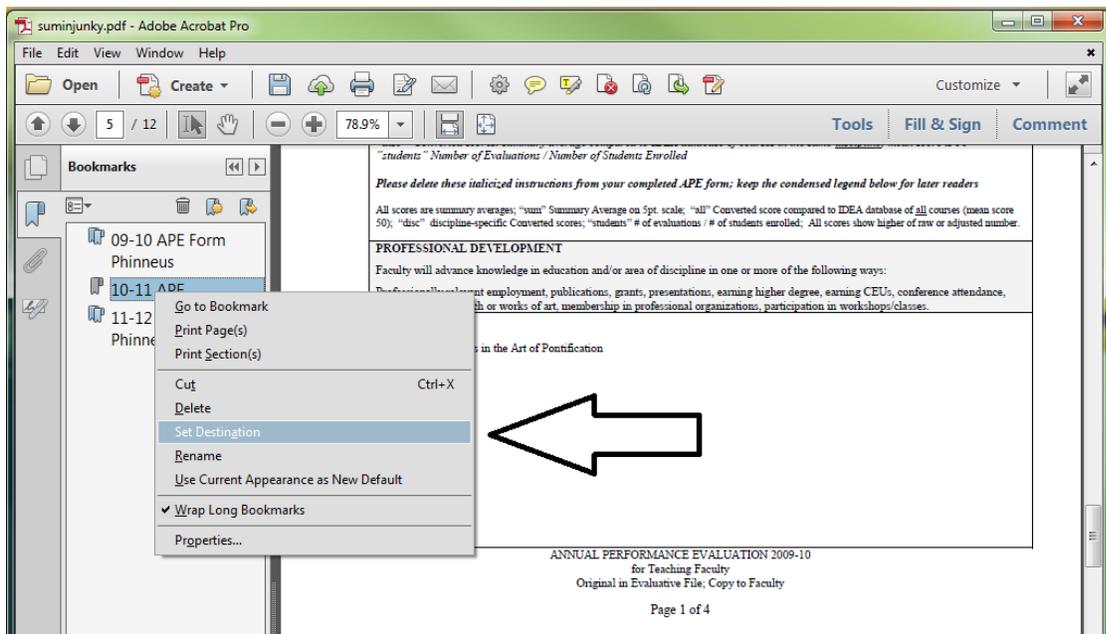
If you have checked “Always add bookmarks to Adobe PDF” and you combine two files which already have bookmarks, then the resulting file will have **nested** bookmarks. In the example below, Phinneus’ separate APE form files were combined into a single bookmarked file named “APE Forms”. Then “APE Forms” was in turn combined with other material to form the file “Section II”.



Step 3: To manually incorporate bookmarks into your portfolio, click on the bookmarks icon indicated by the arrow in left figure. Go to the page (or location within a page) that you wish to bookmark. Then create a new bookmark by clicking on the icon shown in the right figure.



Should you wish to change the destination page of a bookmark, first go to the desired new page, then right click on the bookmark and select “set destination”.



Step 4: Once your portfolio is complete, you will need to make sure you have a copy saved for yourself and email it to the Externship Coordinator.