**Portfolio How Do I…? – Teacher Document**

1. What is a portfolio?
	1. A collection of work that showcases your creative skills to future employers or clients.
2. Why should I create a portfolio?
	1. Portfolios allow you to showcase your best work.
3. What are the steps to create a portfolio?
	1. Pick your best and favorite pieces from the year. Try to pick one to two from each unit.
	2. Write a reflection or critique about each piece. Discuss the project, why you choose the piece, and the design elements.
	3. Put your reflections and projects into a portfolio folder.
	4. Export your project files into PDF compatible formats.
	5. Create your portfolio.
4. Why should I create reflections for my work?
	1. Portfolio reflections allow you explain your decisions and bring attention to specific aspects of your work.
5. How do I create a PDF portfolio?
	1. Open your professional application b. File > Create Portfolio
	2. Add the files you’ve chosen to the portfolio
		* + 1. You can click and drag the files into the window, or Click the Add Files button or the Add Folders button
		1. Choose the layout from the Edit PDF Portfolio box
		2. Add a welcome page or header from the Welcome Page or Header Edit PDF Portfolio box
		3. Choose your color scheme from the Color Scheme in the Edit PDF Portfolio box
		4. Include any file details you would like viewers to know, such as a file description from the Specify File Details, in the Edit PDF Portfolio box
		5. Publish your completed portfolio from Publish in the Edit PDE Portfolio box
6. How do I export an .ai file to a PDF format?
	1. File > Export > Browse to your Portfolio folder > Name the File > Click Save
7. How do I export a .doc file to a PDF format?
	1. File > Print > Choose the PDF printer > Browse for the Portfolio folder > Name the File > Click Save
8. How do I export a .swf file to a PDF compatible format?
	1. File > Export Movie > Browse to your Portfolio folder > Name the File > Click Export
9. How do I export a .psd file to a PDF format?
	1. File > Save As > In the Format box, change to PDF > Browse to your Portfolio folder
		* Name the file > Click Save > Click OK on the warning box > Click Save PDF > Click OK on the warning box
10. How do I export a video to a PDF format?
	1. Unless you have a professional program, you will need use an outside program to convert your video to a format that can play in the portfolio. The following are instructions on how to use a media encoder, which is usually included in a professional suite.
		* 1. Click Add > Browse to the file you want to convert > Click Open > Click Settings > Check the format it should be FLV|F4V > The preset should be FLV – Same as Source > Click OK > Click on the hyperlink under Output File > Change the path to your portfolio folder > Click Save > Click the Start Queue button. You can then add the .flv file to your portfolio.