**Portfolio How Do I….? Guided Practice**

1. Create a Portfolio folder
2. In the Portfolio folder, create two folders: PDF and Original
3. Put the following files into the Original folder:
	* 1. Hawaii.fla
		2. Hawaii.psd
		3. Hawaii.wmv
		4. Hawaii.indd
		5. Squares.gif
		6. TLCHS.jpg
		7. Hawaii SWF Reflection.doc
		8. Hawaii PSD Reflection.doc
		9. Hawaii Video Reflection.doc
		10. Hawaii AI Reflection.doc
4. Open the Hawaii SWF Reflection.doc file.

Go to File > Print > Choose the PDF printer > Click Print > Browse to the PDF folder > Type Hawaii SWF Reflection

* + Click Save
1. Do the same for the rest of the reflection files
2. Open the Hawaii.fla file.

Go to File > Export > Export Movie > Browse to the PDF folder > Change the file name to Hawaii SWF> Click Save > Close

1. Open the Hawaii.psd> File > Save As > Change the Format to PSD > Browse to the PDF folder > Change the file name to Hawaii PSD > Click Save > Close
2. Open the Hawaii.indd file > File > Export > Browse to the PDF folder > Change the Save As Type to PDF > Change the file name to Hawaii AI > Click Save > Close
3. Open your media encoder > Click Add > Browse for the Hawaii.wmv file > Click Edit > Export Settings > Make sure the Preset is FLV – Same as Source > Click on the hyperlink under Output File > Change the path to the PDF folder > Click OK > Click Start Queue > Close > Open the PDF folder and rename the file Hawaii Video
4. Open PDF application > Click File > Create PDF Portfolio > Click Add Files > Browse to the PDF folder > Click on the first file, hold down Shift, and click on the last file > Click Open > in the Edit PDF Portfolio, choose the Revolve layout > Click on the Add Welcome & Header > Choose Welcome Page > Choose Text only > Type a greeting > Click Select A Color Scheme > Choose the blue on the second row, second column > Click Publish > Click Save
	* Choose a file name > Click Save