**Portfolio Project Handout/Rubric**

Today you will begin creating a portfolio from the projects that you have done this year. You will need to complete the following steps for your project:

1. Create a portfolio folder. In that folder, create two more folders: original works and PDFs.
2. Pick 6 assignments (make sure you have at least one from each unit). Put them in the original folder.
3. Write a reflection for each assignment
   1. These reflections should discuss the project, the steps you took to complete the project, and how you used each design element (contrast, repetition, alignment, and proximity)
   2. There should be one Word document for each assignment.
   3. Save them into the original folder.
4. Export all the files into PDFs or PDF-compatible formats. Make sure they are in the PDF folder.
5. Create your portfolio.

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| **Objective** | **Points** |
| Folders created | 5 |
| Six assignments and six reflections are in the Original Works folder | 24 |
|  |
|  |  |
| PDFs and PDF-compatible files are in the PDF folder | 24 |
|  |  |
| Portfolio created | 15 |
| Welcome page inserted | 8 |
| All the files are inserted into the portfolio | 24 |
| **Total** | 100 |