

Portfolio Creation In Adobe Acrobat

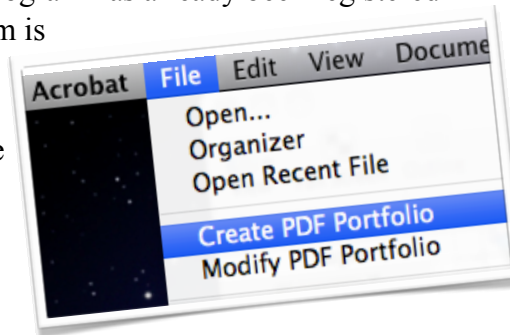
Step 1 - Compile Your Work

First compile the work you have done in Digital Media this year. Check out the portfolio rubric to see a checklist of all the stuff we have done this year. Yep, we did all that and guess what, YOU HAVE TO PUT IT IN YOUR PORTFOLIO. At the beginning of the year you were asked to keep your work organized in a portfolio folder. If you did as you were asked you'll have no trouble doing step one. Go ahead and make sure you have everything and then move on to step two.



Step 2 - Open Adobe Acrobat

Find Adobe Acrobat 9 Pro in your Applications folder. Open the app. If you're asked to register just click the button, "Don't ever register." The program has already been registered by your teacher. No need to do it again. Then the program is going to do nothing. Oh, it will have loaded. Look in the top left corner and sure enough, you'll see Acrobat. It turns out Acrobat is actually waiting on you to go to File then Create PDF Portfolio.



Step 3 - Learn The Interface

Adobe has actually made it quite easy to make a PDF portfolio. But why a PDF you may ask? It turns out 98% of computers have the Adobe Acrobat Reader pre-installed, so anything sent to someone will be viewable on their computer. You see, the Adobe PDF, is an industry standard!

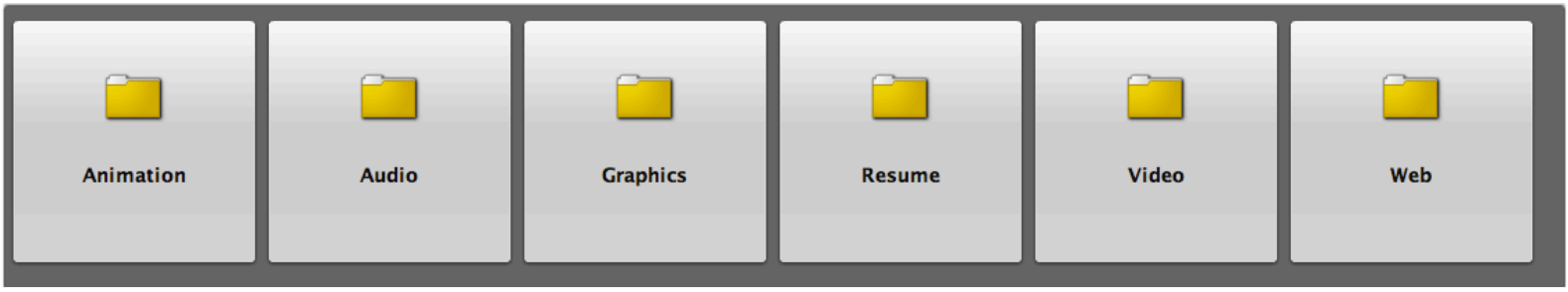
Annotations for the Adobe Acrobat PDF Portfolio interface:

- Home icon: Go back to the start of your Portfolio.
- List View icon: List View
- Save icon: Save
- Email icon: Email Portfolio
- 0 items: Total number of items you have in your portfolio.
- EDIT PDF PORTFOLIO panel: This is where you will choose the layout, Welcome Page, Color Scheme, Specify File Details, and finally Publish Your PDF.
- Drag files and folders here to add them: Uh, what does that say? What do you think you should do?
- Bottom buttons: You can also go to specific files and folders by clicking these buttons here. You can create your own folders inside your PDF by using this button to add a folder.

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Step 4 - Make Your Folders

Next you need to make folders for your stuff inside Acrobat. It's easy just click, "Create New Folder" in the bottom left corner. Make one folder for each of the 5 areas of Digital Media, Animation, Web, Audio, Graphics, and Video. Plus one for your resume and business card.



Step 5 - Choose Your Layout

Adobe Acrobat has a lot of layouts for you to use but we need to use a very specific layout. We are making a portfolio that is showcasing our work. It is only natural that we try to make our portfolio as tailored to us as possible. Choose the, "On an Image" ability to place our own graphic as also allow us the ability to move our



we try to make our portfolio as tailored to layout. This layout will allow us the the background of the portfolio. It will folders around where ever we want!

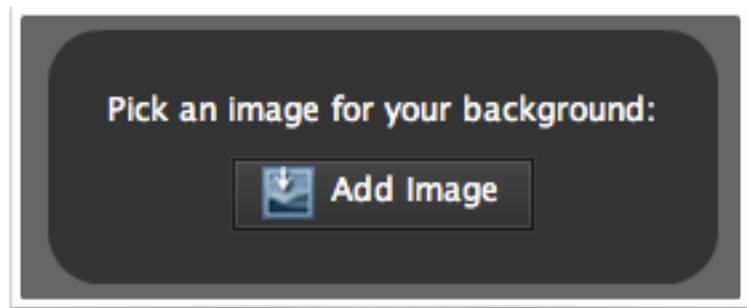
Step 6 - Make Your Background

Now you need to make your background for the portfolio. You can make the background in any application in the Adobe suite. Just remember that you need the personal logo incorporated in your design. Size: 1020 x 768

Step 7 - Insert Your Background

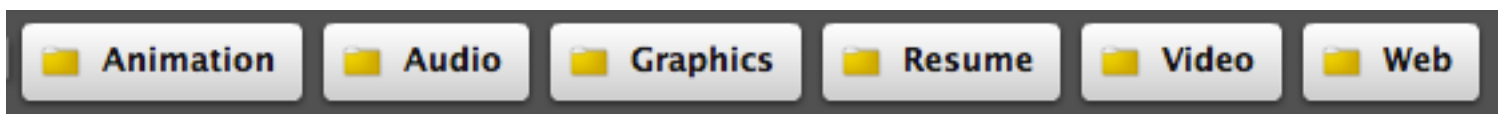
Once you selected the, "On an Image" layout you had a button in the middle of the screen. This is that button:

Click on the, "Add Image" button and choose your background. It will pop up as the background for your portfolio.



Step 8 - Move your folders around

Along the bottom of your screen are the folders you made. You probably don't realize it but you can grab them and move them around. Place them in the following order (Resume, Graphics, Animation, Audio, Video, Web) to be located in your portfolio.



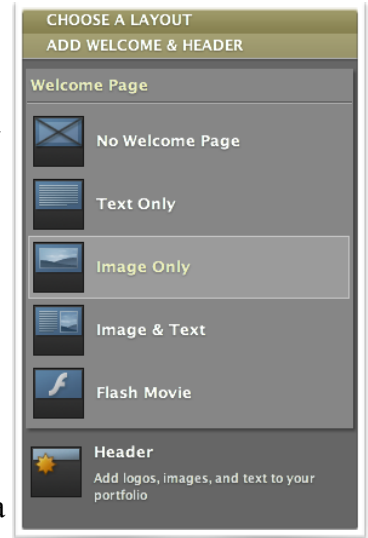
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Step 9 - Fill Up Your Folders

Now is when you will place all the work you made in each corresponding folder. If you accidentally stick a file in the wrong folder, simply double click the folder. Then right click the file and choose delete.

Step 10 - Make Your Welcome Screen

Next on the right hand side is an Add Welcome & Header button. Chose it and the choose, "Image Only." Go to Photoshop and make a graphic with your info. You should include your name, an email, and phone number. Then come back to Acrobat and add your picture by clicking on add an image.



Step 11 - Choose your color scheme

Once again on the right hand side is a Select A Color Scheme button. Pick a color that you like.

Step 12 - Label Everything

This step is going to take a while. You now need to click on the,"Specify File Details" button. Once clicked you will see a listing of your file folders. You will need to double click each

file and rename each file. The name you will use should be a simple description of the project. For example the iPod ad you made would be renamed, "iPod Ad." Then in the description area you should give a detailed description of what you did for that project.

Step 13 - Create a Demo Reel

In Premiere create a :15 second video out of examples of your work with music underneath. Use the work you did this year. The GarageBand audio should be :15 sec. All images should be edited in Photoshop to 720 x 480. All pictures should move in Premiere and should be edited to the beat of the song. Add this video to the main page of your portfolio.

Step 14 - Double Check Everything

Once you are finished with the descriptions you need to go through the entire portfolio before publishing. Make sure every single thing works. You would hate to get up in front of the class or a potential employer and click a link only to find it doesn't work. How embarrassing.

Step 15 - Publish

When you are finished checking everything out and it ALL works, it's time to publish. Click the, "Publish" button. Then choose, "Save." Wait for Acrobat to process the file. Depending on several factors this process may take a while. **Now I know you don't want to hear it but you NEED to go to the published PDF and make sure EVERYTHING WORKS.**

You should now come up with talking points for your presentation to the class. Remember exam day we will be presenting these portfolios to everyone in class.

Well folks that is the end of another successful year in Digital Media II.

