Using adobe pro to create your professional portfolio

Going Digital @ ATU – Fall 2019

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STARTING

- **Download Adobe Pro to your computer**

  Adobe Creative Cloud Site License

  Installation Instructions

Adobe Creative Cloud Installation

- License Information
- Installation Instructions
  - Look for the email you received by typing "Adobe Creative Cloud" into your inbox search bar for an email that looks like this. (mine was rec'd on 2/5/2019)
  - Follow the Installation Instructions linked above or call the Campus Support Center (OIS) at 479.968.0646 for assistance.
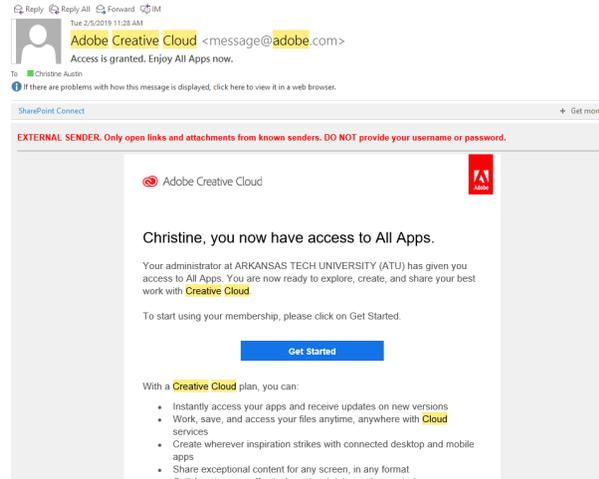
2

PLANNING

- **Gather all your documents and make sure they are in pdf format**
- **Scan hard copy documents into PDF format**
- **Convert digital documents into PDF format**
- **Organize all documents according to sections**

HANDBOOK GUIDANCE

B. Suggested Table of Contents for Portfolio

1. Teaching
   a. Introductory summary
   b. Student evaluation summaries
   c. Peer reviews
   d. Student learning assessments
   e. Awards and recognition
   f. Examples of course materials
   g. Other relevant material

2. Scholarship
   a. Introductory summary
   b. Publications
   c. Presentations
   d. Creative activities
   e. Other examples of scholarship

3. Service
   a. Introductory summary
   b. Service to the institution
   c. Service to profession
   d. Service to the community
   e. Other relevant service activities

4. Appendices (as needed; clearly labeled as Teaching, Scholarship, Service; may be included in main binder or additional binders)
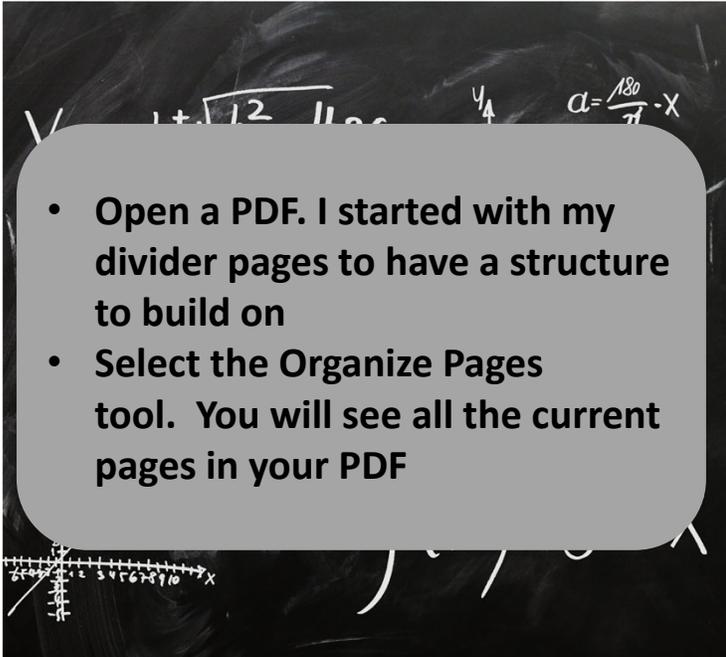

3

FORMATTING

- **Create a structure to help with document placement dividers for Teaching, Scholarship, and Service (at the least)**
- **Using MSWord, make a 3-page divider document (you can save it as a PDF or import into Adobe Pro which will change it for you)**
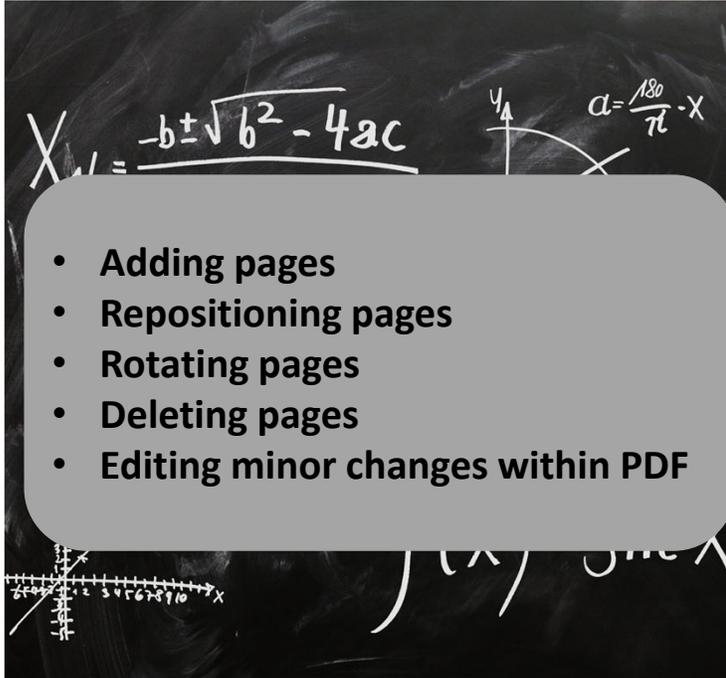
4

ORGANIZING

- **Open a PDF. I started with my divider pages to have a structure to build on**
- **Select the Organize Pages tool. You will see all the current pages in your PDF**

5

EDITING

- **Adding pages**
- **Repositioning pages**
- **Rotating pages**
- **Deleting pages**
- **Editing minor changes within PDF**

6

BOOKMARKING

- **Open bookmark menu**
- **Have the page you are bookmarking visible in the window**
- **Highlight the area you want to link to when clicking on bookmark**
- **Edit name of bookmark**
- **Reposition bookmark if necessary**
  - **Nesting or un-nesting**

RESOURCES

Adobe has created a great series of tutorials for individual tasks in Adobe Pro. Very short and specific.

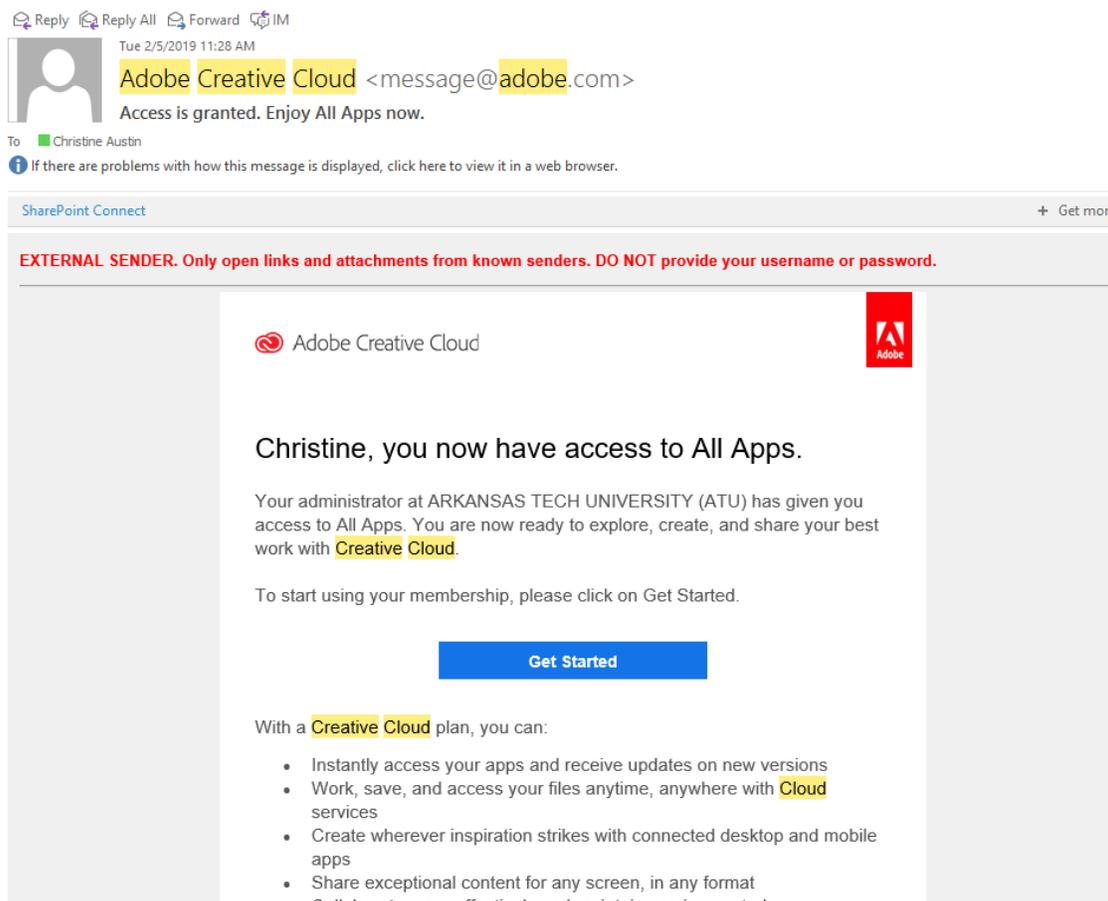**Adobe Tutorials**   https://helpx.adobe.com/acrobat/tutorials.html#fundamentals

USING ADOBE PRO TO CREATE AND EDIT YOUR PROFESSIONAL PORTFOLIO

Step 1: In order to take advantage of the university site license for the Adobe Creative Cloud, you will need to make sure that you have the software downloaded onto your computer. This is a fairly simple process and I am sharing a link to the installation instructions below, but if you need assistance at any time, Campus Support is there for you at campussupport@atu.edu or 479.968.0646.

[Installation Instructions](https://support.atu.edu/support/solutions/articles/7000031263-instructions-for-installing-adobe-creative-cloud-2019)

The easiest way to get to the download is to find the email that you were sent by Adobe Creative Cloud. It looks like the example below, and gives a link to get started downloading the software. Mine came back in February 5, 2019, so hopefully you can still pull it up from your ATU email account.

Step 2: Get organized. Collecting all of the documentary evidence for your portfolio in a central repository makes it much easier to create your document. I suggest using the Faculty Handbook suggested Table of Contents to organize your portfolio documents.
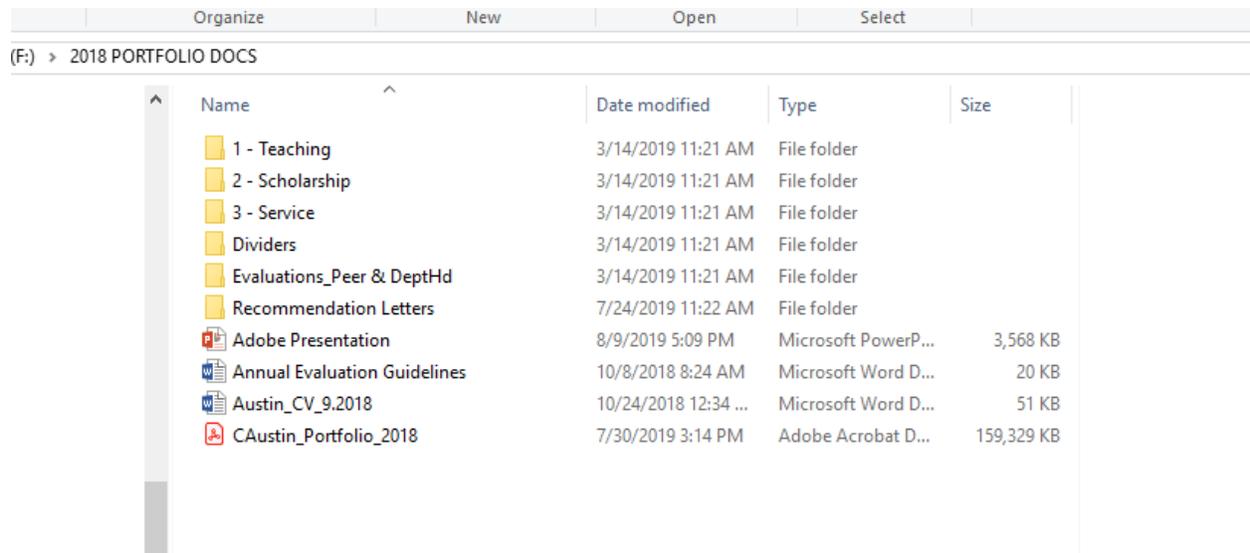
Steps 3: Create a structure to build your portfolio. I created a series of divider pages on MS Word that I saved as a PDF and used as my structure and initial PDF.
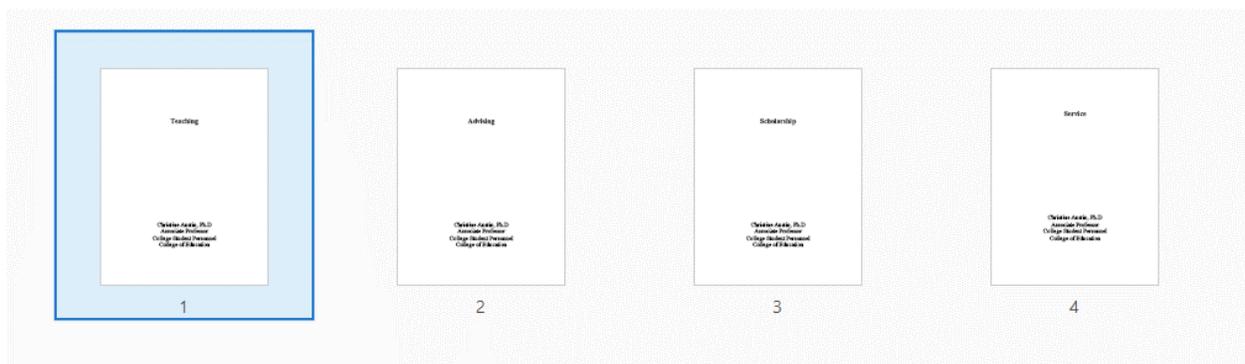
Step 4: Create your portfolio PDF using the divider (or some other) pages as your starting point.

Open a PDF and select the Organize Pages tool

- Open **any file (I suggest a set of dividers)** in Acrobat DC, or open your own multi-page PDF document.
- In the right pane, select the **Organize Pages** tool.

  Note: If the right pane is collapsed, you can click the small arrow on the far right to expand it.

Add a new page from an existing file
You can add pages to your document while working in the Organize screen.

1. Move your cursor to the right of the thumbnail for page 2 until the plus (+) icon appears.
2. Select **Insert from File...** and locate a file.
3. Click **Select** to convert the file into PDF format and insert it into the document.
4. You can also simply drag the file from an Explorer screen and drop it into the appropriate space.

Note: If you don't see the file you're looking for, make sure you can see all files instead of just PDF files. From the **Show** dropdown list, choose *All Files* to see all formats.

Replace a page
You may want to replace a page with a new or different version than the page that's currently part of the PDF. Start by clicking a page thumbnail to select it as the page to replace.

1. Click the **Replace** option in the toolbar.
2. Browse to the location on your computer where you saved files for your project and select a file.
3. Click **Select**.
4. Click **Yes** when Acrobat DC prompts you to verify that you want to replace the page.

Rotate a page
Your document may be a combination of pages in both landscape and portrait orientation. You can adjust the rotation on any of the pages as necessary.

1. Click any page thumbnail and hover over it until the rotate icons appear.
2. Click the Rotate Clockwise icon to rotate the page 90 degrees to the right.

Delete a page
Use the **Delete Pages** option to remove unwanted pages from the final PDF.

1. Select the thumbnail for s page and click the **Delete Pages** option to delete the selected page.
2. Click **OK** to confirm that you want to delete this page.

Reposition pages
Specify one or a range of pages to reorder them in the document.

1. Click on any page thumbnail or a series of pages to highlight them (holding the Shift key as you click will allow you to select all you require).
2. With the pages still selected, drag the pages to the beginning of the document.

3. Drag the pages until the blue bar appears and shows where the pages will be inserted. When you've reached the correct location, release the mouse.

Step 6: Create a bookmark pane to ease navigation through your document.

Create a bookmark for easier navigation
Click the Bookmarks button on the left to open the Bookmarks panel.

1. Open the page where you want the bookmark to link to, and adjust the view settings.
2. Use the Select tool to select the area of the page you want to bookmark:

   - To bookmark a single image, click in the image or drag a rectangle around the image.
   - To bookmark a portion of an image, drag a rectangle around the portion.
   - To bookmark text, drag to select it. The selected text becomes the label of the new bookmark. You can edit the label.

3. Select the bookmark under which you want to place the new bookmark. If you don't select a bookmark, the new bookmark is automatically added at the end of the list.
4. Choose Tools > Edit PDF > More > Add Bookmark.
5. In the Bookmarks panel, type or edit the name of the new bookmark.

Step: Save your PDF with an appropriate name near your evidence files. You can return to edit your PDF Portfolio at any time. Every year in fact!