Create Electronic Portfolios using **Microsoft® Word**

What to do? Here is the process we will cover:

Collect the documents in electronic form and store in a single folder

Write brief reflection on each document using **Insert Menu -> Comment** command
OR include a database that contains a list of your artifacts and your reflections.

Create the Reflective Portfolio in Word

- Open a new Word document and insert the Standards to be used in your reflections (or use a template document that lists the standards that you want to use as the framework for this portfolio).
- Use Outline View of Word to create headings for each standard which show in the Document Map (left window), becoming "bookmarks" for navigation (select the **View Menu -> Outline Layout** and **View Menu -> Document Map**)
- In the Outline View, at the beginning of the document:
  - Create a heading for a Cover Page for your portfolio
  - Create a heading for a Table of Contents for the Portfolio
  - Right after the Table of Contents, create a page to write an introduction, which is your overall reflection on the portfolio.
- Use the Style Menu to force page breaks for each Level 1 header
- Under each standard, include three paragraphs and headers: Evidence, Reflection, Direction or Future Learning Goals
- Identify the artifacts from the Excel spreadsheet for each standard
- Write Reflections and Future Learning Goals for each standard
- Create Hyperlinks to Artifacts
- Create a Table of Contents for the Portfolio with links to each section

Conversion: When completed, this document can be converted into either HTML or PDF, but the hyperlinks may need to be re-created in the new format. After conversion, the document can be further edited with the appropriate software tools (Adobe Acrobat or a web page editor).

This one-page summary provides a quick guide to the process. A comprehensive handbook with more detailed instructions and videos is available on CD-ROM.