

# Build Electronic Portfolios using Windows and PDFMaker

**In Word or PowerPoint** (or your favorite application... whatever you can print to a printer you can turn into a PDF file if you have the full version of Adobe Acrobat (not the free Reader).

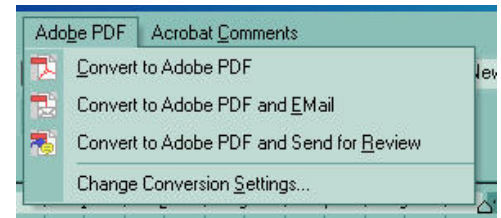
**PDF** stands for Adobe Acrobat's **P**ortable **D**ocument **F**ormat.)

- Complete Standards Reflection documents with a Cover Page and Table of Contents
- Write an overall reflection on the portfolio document.
- Convert these documents to PDF.

If Microsoft Office is installed, there is a macro (**Adobe PDFMaker**) that allows you to create Adobe PDF files from within Microsoft Office using a new Acrobat (version 5) or Adobe PDF Menu (Version 6).

Follow these steps from within Microsoft Word, PowerPoint or Excel:

1. The first time the Acrobat menu is used, **Change Conversion Settings** to "Preview PDF file" which allows you to look at the results before saving the file.
2. Select **Convert to PDF** from the Acrobat menu
3. Save the file to the folder where you intend to collect all of your converted documents.



To create a PDF file from within another software package:

1. Choose **File > Print**.
2. Choose Acrobat Distiller from the list of printers, give the new document a name, and determine where you want to store the file.
3. Click Print or OK.

**In Adobe Acrobat** (the full version, not the free Acrobat Reader)

- Using Acrobat Notes, write a brief reflection about each artifact after it is converted
- If publishing portfolio on a CD-ROM, merge documents into a single PDF file
  - Create bookmarks for navigation
  - Create links to artifacts from locations identified throughout Reflection document
  - *Optional*: Create a summary of the Notes reflections and insert into document
  - Link movies into Acrobat document and add other multimedia files
  - Write entire portfolio (.PDFs and .MOVs) to CD-ROM
- If publishing a WWW-based portfolio with artifacts converted to PDF:
  - Compress files for faster downloads from the WWW (see below)
  - Link PDF files to appropriate places in the web pages using a Web page editor
  - Upload files to web server

**Compressing PDF files:** Acrobat files created by PDFMaker for Windows are compressed using settings in the preferences. Refer to the At-a-Glance Guide on using PDF and Mac OSX for brief instructions on compressing these files further with Acrobat Distiller.

# Create Electronic Portfolios using **eZedia**

# Create Electronic Portfolios using **HyperStudio**

<http://www.hyperstudio.com/showcase/portfolio.html>

# Create Electronic Portfolios using **Inspiration**

# Create Electronic Portfolios using **Kidspiration**

# Create Electronic Portfolios using **KidPix**

# Create Electronic Portfolios using **AppleWorks**

# Create a Digital Storytelling Artifact with **Microsoft Producer for Windows XP**

<http://www.microsoft.com/windows/windowsmedia/technologies/producer.aspx>



# Create a Digital Storytelling Artifact with **Microsoft MovieMaker2 for Windows XP**

## **Download Windows Movie Maker 2:**

<http://www.microsoft.com/windowsxp/moviemaker/downloads/moviemaker2.asp>

Below is a summary of the detailed instructions contained in the following website:

<http://www.microsoft.com/windowsxp/expertzone/columns/northrup/02december02.asp>

## **Step 1: Import Your Pictures**

## **Step 2: Add Your Pictures to the Storyboard**

## **Step 3: Add Titles and Credits**

## **Step 4: Add Creative Transitions**

## **Step 5: Adjust the Timeline**

## **Step 6: Add Sound**

## **Step 7: Save and Send Your Video**

<http://www.microsoft.com/windowsxp/moviemaker/default.asp>

# Create a Digital Storytelling Artifact with **Microsoft PhotoStory for Windows XP**

PhotoStory is a very simple to use tool to turn digital images into a digital story. It is a component of the WindowsXP Plus **Digital Media Edition** (which sells for about \$20).

<http://www.microsoft.com/windows/plus/dme/Photo.asp>

One caution about using PhotoStory: the video format it publishes in is proprietary and the videos must be opened in Microsoft's Windows Media Player.

Here is an outline of the process using PhotoStory that is detailed on the following website:

<http://www.microsoft.com/WindowsXP/expertzone/columns/northrup/03february20.asp>

**Pick Your Pictures**

**Narrate Your Slide Show**

**Add a Title**

**Add Music**

**Save Your Story**