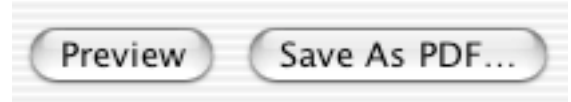


Build Electronic Portfolios using Macintosh OS X and PDF

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

Convert artifacts to PDF using File Menu -> Print



In Word or PowerPoint (or your favorite application...)

whatever you can print to a printer you can turn into a PDF file with Mac OS X. **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. Macintosh OS X creates an uncompressed PDF file. See note below on how to compress these files with the full version of Adobe Acrobat.

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

Compress a PDF file created by OS X

(You will need the full version of Adobe Acrobat, not just the free Acrobat Reader).

- Open the PDF file in Adobe Acrobat. **Save As...** a PostScript File.
- Open Adobe Acrobat Distiller and open the PostScript file you just created.
- Select the Screen or Print Job Options and give the file a new name. Distiller will compress the PostScript file and will create a much smaller PDF file.