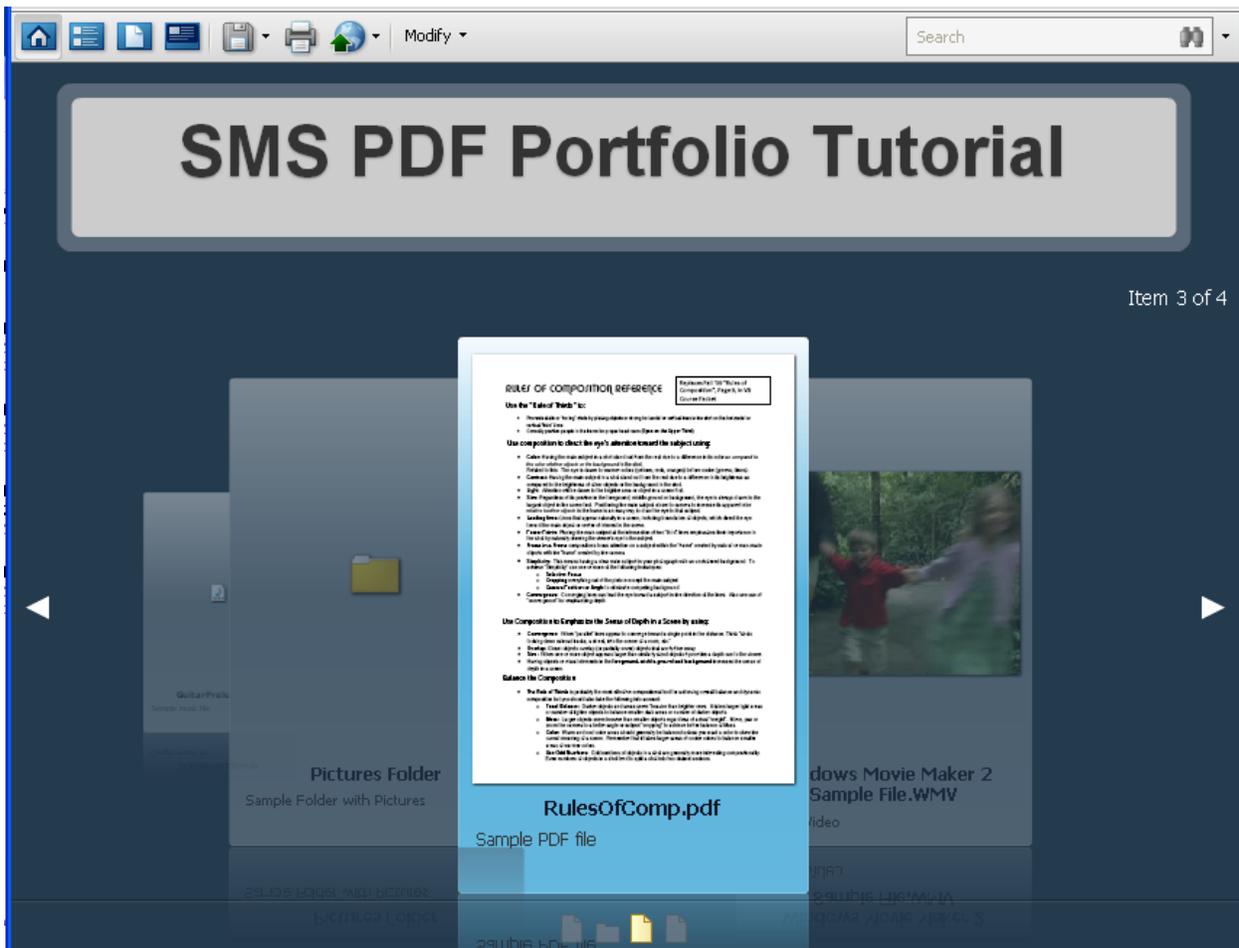


# Make a multi-modal PDF Portfolio

This tutorial will show how to make a PDF portfolio that contains video, audio, photographs, documents.

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## Organize your resources

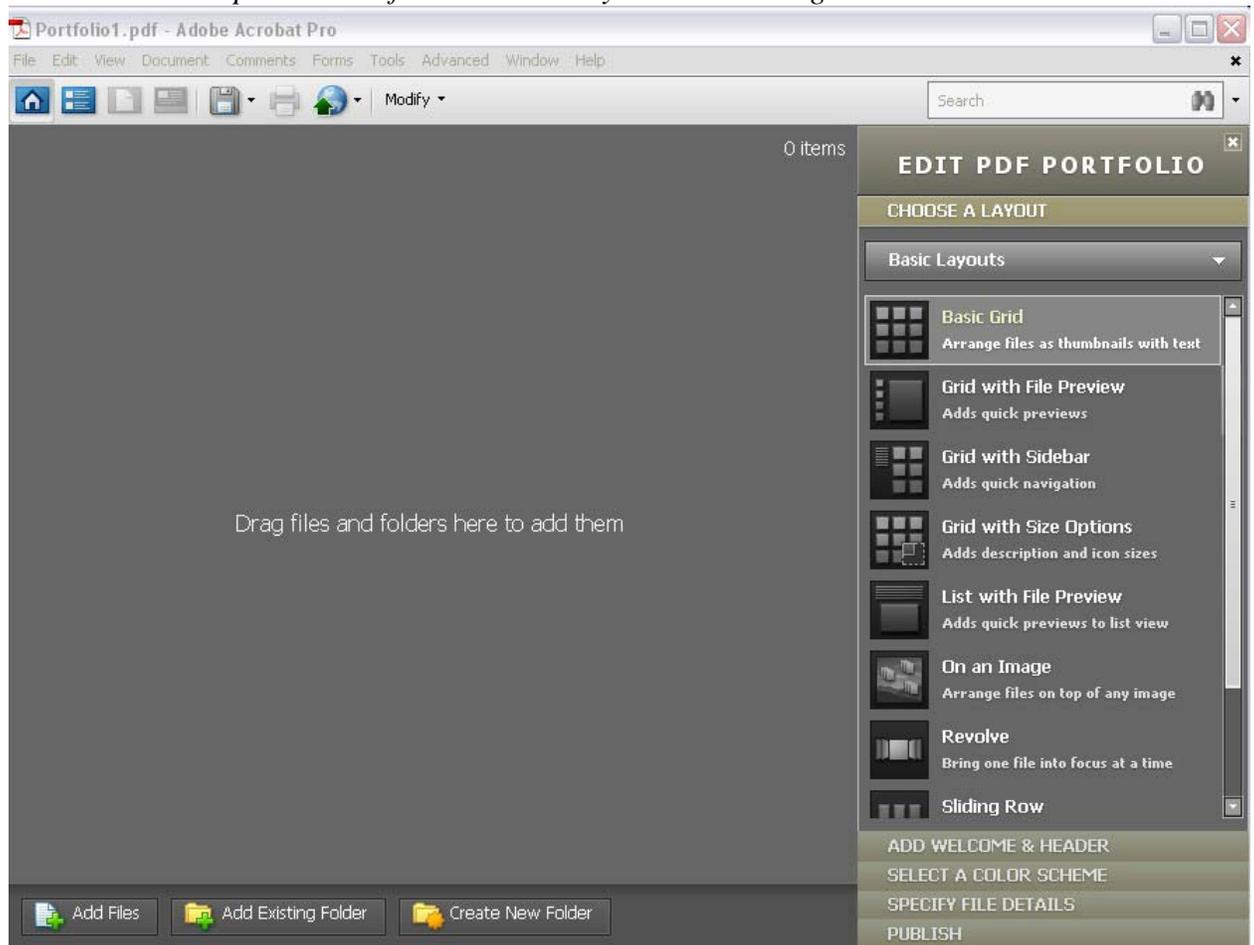
1. Gather the files needed to build the portfolio.

*These can be and image format, most standard video formats, \*.wav and \*.mp3 audio clips, you can even use other PDF portfolios and documents.*

2. Open **Acrobat Pro**

3. In the command menu go to **File > Create PDF Portfolio**

*This will open the Portfolio Editor and you will be brought to this screen*



4. In the command menu go to the drop down list select

**File > Modify PDF Portfolio > Add Files**

*Alternatively files can be dragged and dropped from Windows*

5. Select the files that you would like to be part of your portfolio

*Hold down the CTRL key and left-click to select multiple files*

6. Click 'Open' to bring the files to the Portfolio Navigator
7. Now that all the files are present we can begin the design process

## Design Your Portfolio

1. On the right of the screen will be a series of tabbed menus under **Edit PDF Portfolio** that will help to customize the portfolio to your specific needs.

*If the menu is 'missing' go to **File > Modify PDF Portfolio > Edit Portfolio***

2. The first tab is for **selecting a layout**.

*Several of the options include a sidebar. A sidebar is particularly useful if you are incorporating multi-page PDF documents or other PDF portfolios.*

*If you have many individual documents a sliding or revolving layout would best.*

3. The menu after that will allow you to add a **welcome dialog/header**.

*The Welcome Page will show a dialog box upon the opening of the PDF.*

*Welcome pages can be a combination of text and pictures or Flash.*

*The Header option will allow a banner to be displayed while the rest of the portfolio is being viewed.*

*Each portfolio can contain both Headers and Welcome Pages.*

4. The next tab allows **customization colors** including: text, card, and background

*The 'Customize Color Scheme' option lets you set whatever colors you like.*

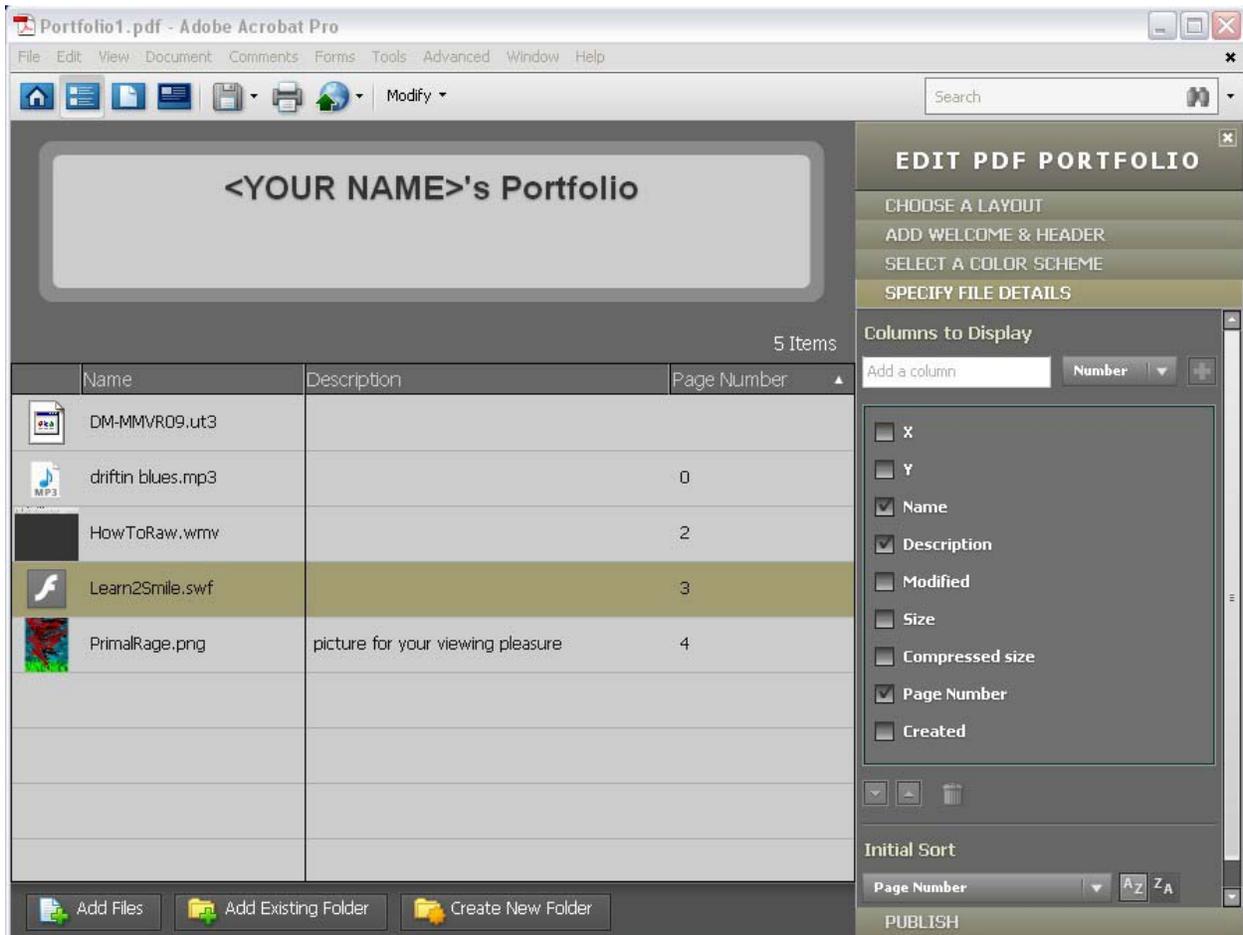
*Not all custom colors are available online, but the presets will be seen **exactly** how you see them.*

## Organizing the Files in a Portfolio

1. The next tab(Specify File Details) allows you set what order files are presented in your portfolio
2. If your files need to be in a specific order go the text field pictured here
  - Click the text box and type 'Page Number'
  - Move the drop down menu to 'Number'
  - Click the plus sign and uncheck the unneeded boxes



*Typically 'Name', 'Description', and 'Page Number' will provide more than enough information to organize all the files*



*Clicking on the 'Page Number' column label will change the order from ascending to descending numerically. (Note how a blank page number precedes 0)*

*File descriptions can be added in the design section and also here in file details.*

## **Saving the Portfolio**

1. Finally click on the **Publish** tab and select **Save**.

*This is the same as **File > Save Portfolio** or **CTRL + S***