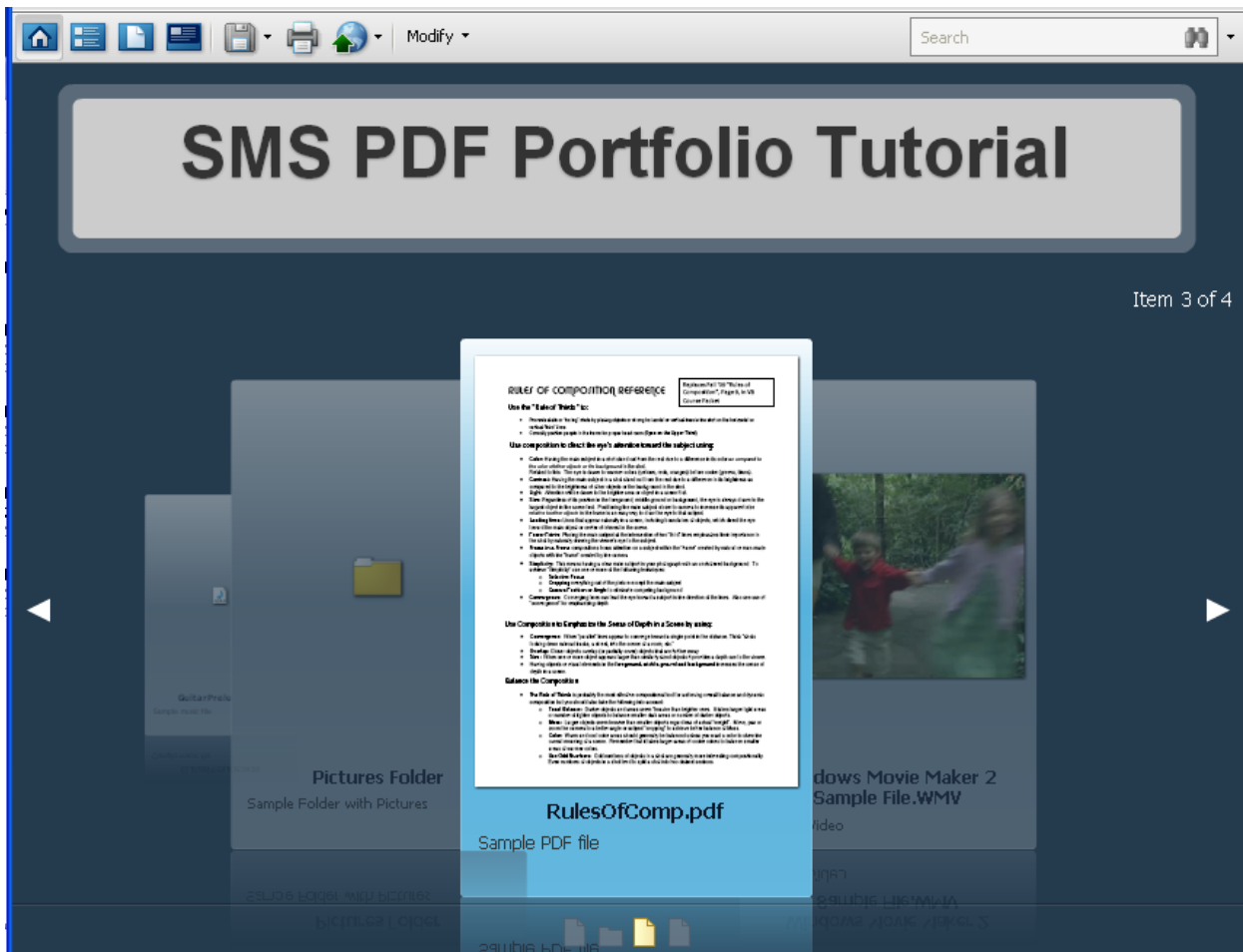


Make a multi-modal PDF Portfolio

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

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Organize your resources

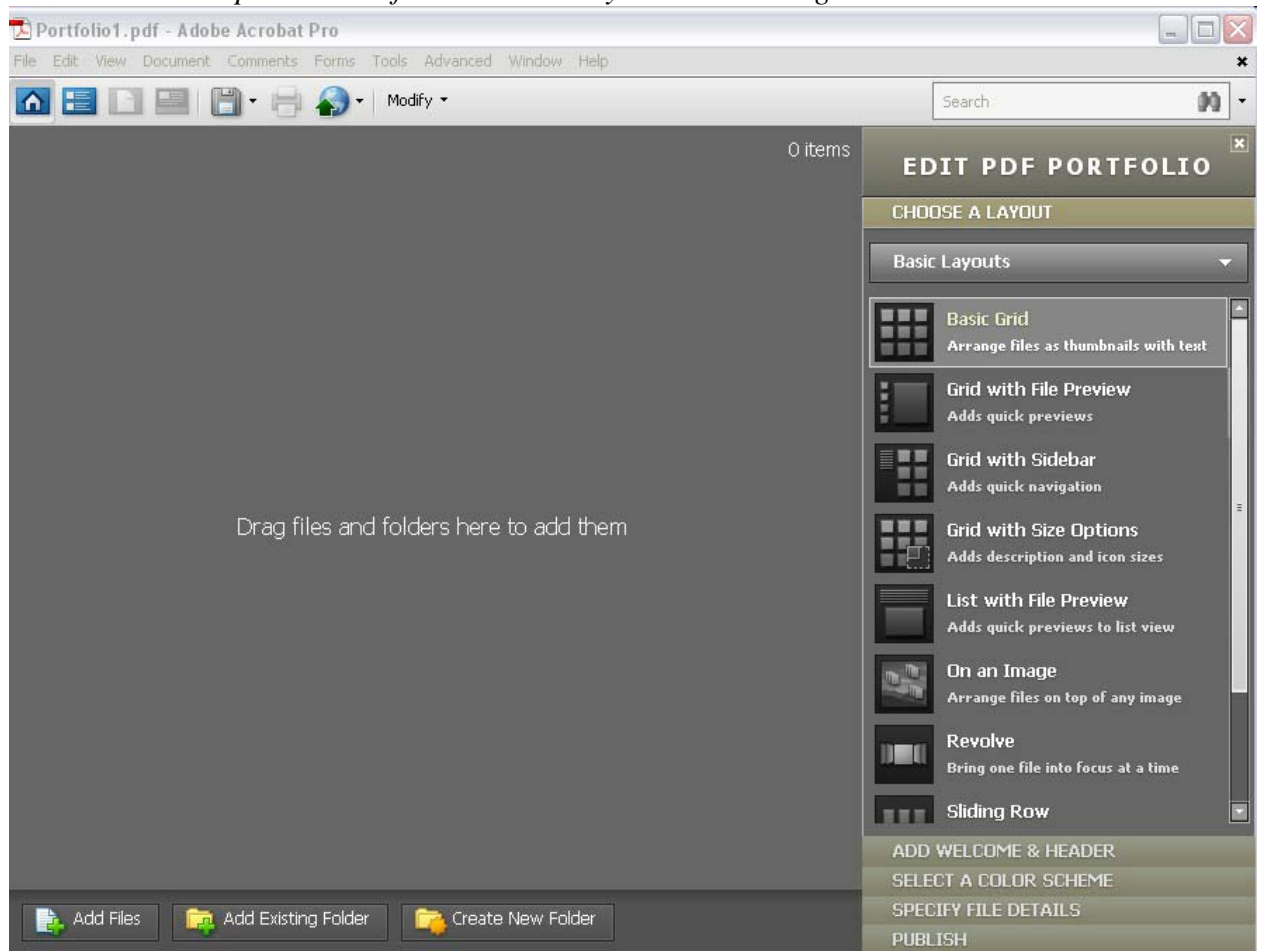
1. Gather the files needed to build the portfolio.

*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.

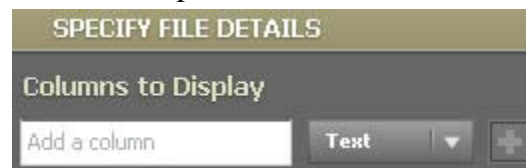
4. The next tab allows **customization colors** including: text, card, and background

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

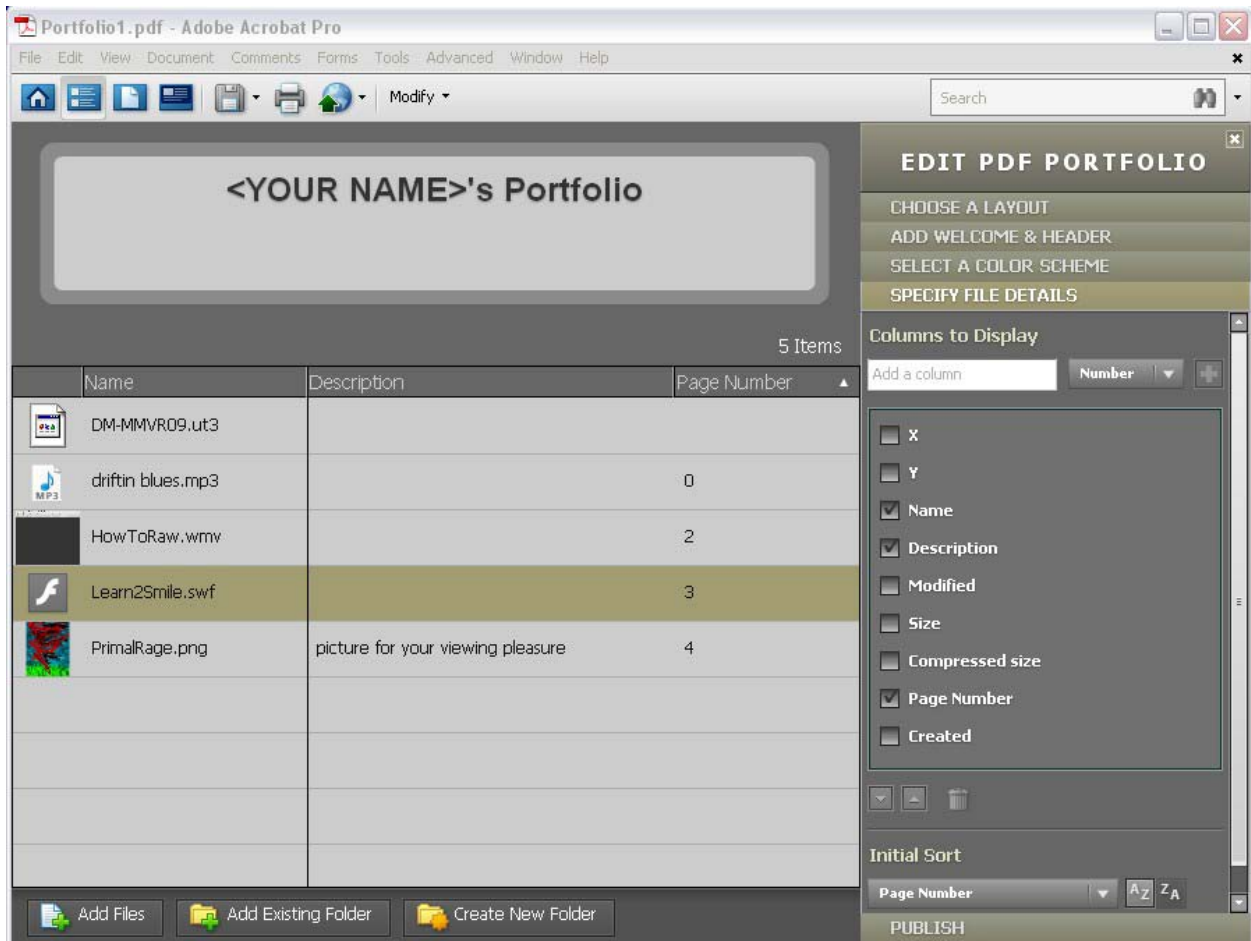
*Not all custom colors are available online, but the presets will be seen **exactly** how you see them.*

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***