**Portfolio How Do I….? Independent Practice**

1. Create a Portfolio folder
2. In the Portfolio folder, create two folders: PDF and Original
3. Put the following files into the Original folder:
   1. Fabric Square PSD Reflection.doc
   2. Fabric Square.psd
   3. Magazine Cover Reflection.doc
   4. MagazineCover.indd
   5. Questions.gif
   6. Snow SWF Reflection.doc
   7. Snow SWF.fla
   8. Snow Video Reflection.doc
   9. Snow.wmv
4. Open the Fabric Square Reflection.doc file:

Go to File > Print > Choose the printer > Click Print > Browse to the PDF folder > Type Hawaii SWF Reflection > Click Save

1. Do the same for the rest of the reflection files
2. Open the Snow SWF.fla file:

Go to File > Export > Export Movie > Browse to the PDF folder > Change the file name to SnowSWF > Click Save > Close

1. Open the Fabric Square.psd > File > Save As > Change the Format to PSD > Browse to the PDF folder > Change the file name to Fabric Square PSD > Click Save > Close
2. Open the MagazineCover.indd file: > File > Export > Browse to the PDF folder > Change the Save As Type to PDF > Change the file name to Magazine Cover > Click Save > Close
3. Open your media encoder application:

Click Add > Browse for the Snow.wmv file > Click Edit > Export Settings > Make sure the Preset is FLV – Same as Source > Click on the hyperlink under Output File > Change the path to the PDF folder > Click OK > Click Start Queue > Close > Open the PDF folder and rename the file **Snow Video**

1. Open your PDF application: >File > Create PDF Portfolio > Click Add Files > Browse to the PDF folder > Click on the first file, hold down Shift, and click on the last file > Click Open > in the Edit PDF Portfolio, choose the Revolve layout > Click on the Add Welcome & Header > Choose Welcome Page > Choose Text only > Type a greeting > Click Select A Color Scheme > Choose the blue on the second row, second column > Click Publish > Click Save > Choose a file name > Click Save