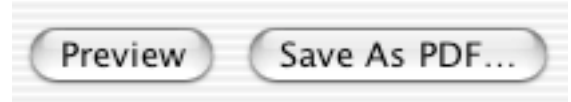


# Build Electronic Portfolios using Macintosh OS X and PDF

## 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.