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Visit our Laptop Support COW

The Laptop Support COW is part of the Hunter Central Coast Regional COW's (Collaborative Online Workspaces).

Access

Access the COW's via the link on the HCC Regional Intranet:

https://detwww.det.nsw.edu.au/regions/hunter_ccoast/

[ions/hunter_ccoast/](#)

Login with your DET portal

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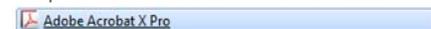
Creating Digital Portfolios using Adobe Acrobat Pro

Adobe Acrobat Pro is a powerful application which allows teachers to create and edit PDF documents and digital portfolios. A digital portfolio (also known as an ePortfolio) is a collection of digital resources that reflects an individual's learning journey. In its most basic form, a digital portfolio can be used by teachers to structure teaching and learning. However, portfolios can also be used as a dynamic tool for assessment. When used effectively, portfolios provide learners with the opportunity to showcase knowledge and understanding through a collection of rich evidence. This issue of Laptop Essentials will focus on creating a basic digital portfolio using *Adobe Acrobat Pro X.

*Note: During 2011, the version of Adobe Acrobat Pro found on DER laptops has been upgraded from Adobe 9 to Adobe X. If you have Adobe 9 on your laptop/PC, the interface will appear quite different to that below.

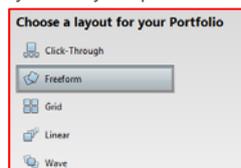
Getting Started

1. Open Adobe Acrobat X Pro from - All Programs.



2. Click on the menu and select 'PDF Portfolio' from the list.

3. Choose the layout for your portfolio:



4. Click

Adding Files

Adobe Acrobat Pro X allows you to add a wide variety of file types to a portfolio including PDFs, Microsoft Office documents (.doc, .ppt, .xls), SMART Notebooks, video and audio files. There are two ways that files can be added to a portfolio:

- 1) Click on the button in the *Layout* menu and browse to find the files that you would like to add
- 2) Open the folder where your files are saved and drag them into the portfolio.

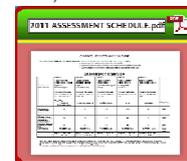
Files can also be added in folders by selecting the option.



Above: Dragging a file into a portfolio

File 'Cards'

Each file that is inserted into a portfolio will appear as a 'card'. The card contains the title of the file and a preview image. Cards can be renamed by clicking in the title bar and editing the text. Cards can be organised into folders (see below).



Above: Example of a file card in a portfolio

Creating Folders

Folders are a useful way of organising files within the portfolio. To create a folder, click on the icon and give the folder a name. Files can be dragged into the folder from the portfolio window OR dragged directly from the location where the files are saved.

Changing the 'Look' of the Portfolio

There is a variety of options for changing the look of the portfolio. These are found in the following menus:

- Portfolio Layouts** - change the way that files are displayed in the portfolio
- Color Palettes** - change colour combinations
- Visual Themes** - change the theme of the portfolio
- Background** - change the background image or colour

Previewing

To check the way that the portfolio will look and behave when shared with others, click on the button. To exit the preview mode click the button.

Saving and Sharing the Portfolio

When saved, all of the files that have been added to the portfolio are combined into a single PDF file. This file can be emailed, uploaded to the school's Learning Management System (e.g. Edmodo or Moodle), added to a class Blog, or shared on a USB device.

Further help

A guide to 'Creating Digital Portfolios using Adobe Acrobat Pro' is available for download from the Laptop Support COW. See also the UCreate guide titled 'UCreate a Digital Portfolio' on TALE.

Next Issue: Using Microsoft One Note