



# Digital Portfolio Tutorial

Tutorial, Tips & Tricks

## WELCOME

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Congratulations, and welcome to Disney's Planet Challenge (DPC)! By choosing to participate in DPC, you're providing your students with a comprehensive educational method for using their creativity to raise awareness about environmental issues.

We're excited to help you create your class's digital portfolio and we'll guide you through each step of the process. Building your digital portfolio is simple and fun, offering all the benefits of a hard copy portfolio submission along with added digital-only features like video embedding and website links. Your digital portfolio will be judged on exactly the same criteria as hard copy submissions. Best of all, it's paper-free, so you're already off to an environmentally conscious start!

As the teacher, your primary responsibility will be to compile your students' work and submit it properly for the competition. So, you'll want to make sure that all the profile information is accurate and that the Cover Sheet, Student and Teacher Reflections have all been completed. However, even though you're supervising the digital portfolio, the most important consideration we emphasize in our judging is the work done by the students themselves. That's why we strongly encourage you to empower your students to create and complete the portfolio pages on their own, with guidance from you only as needed.

## HOW TO USE THIS TUTORIAL

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This tutorial is designed to walk you through all the basic features of our digital portfolio builder. Along the way, you'll see Tips and Tricks that will help your class use it more efficiently. At the same time, students should feel free to get creative and experiment with their own solutions to make your class submission unique. They may even discover some tips that we haven't learned yet!

Once you've registered, we suggest that you familiarize yourself with this entire tutorial and the online DPC digital portfolio-building tool before introducing it to your class. We've tried to anticipate all your questions here, but if there's anything that's not clear after reading these pages, or if your class discovers tips or tricks they'd like to share to make the process smoother for future applicants, please don't hesitate to contact our DPC team at 1-877-235-1399 or email us at [disneyplanetchallenge@gmail.com](mailto:disneyplanetchallenge@gmail.com).

**Now let's turn the page and get started. Ready! Set! Go Disney!**



## TABLE OF CONTENTS

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<b>1. Before Beginning Your Digital Portfolio</b>	<b>4</b>
A. Planning Your Project	4
B. Preparing Your Content	5
<b>2. Getting Started</b>	<b>6</b>
A. Signing Up Online	6
B. Creating and Editing Your User Profile	7
C. Adding Your Teams and Projects	8
<b>3. Preparing and Editing Your Project</b>	<b>10</b>
A. Manage Your Projects: An Overview	10
B. Creating Your Cover Sheet	11
C. Describing Your Teacher Reflections	12
D. Sharing Your Students' Reflections	12
<b>4. Creating Your Digital Portfolio</b>	<b>14</b>
A. Your Images	15
B. Your Text	20
C. Your Video	24
D. Your Background	27
E. Adding Pages	29
F. Preview	30
G. Save and Print	31

## BEFORE YOU START YOUR DIGITAL PORTFOLIO

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### PLANNING YOUR PROJECT

Your digital portfolio is the summation document of your class's project. It should be an informative and creative presentation of the actions your class has taken to address an environmental issue in your community. We recommend consulting our detailed guide on how to plan and carry out your project from start to finish, which can be downloaded at: <http://dpcproject.com/Resources.aspx>.

So, while it's never too soon to start thinking about your digital portfolio, most of the work of putting it together will come towards the later stages of your DPC experience, after your students have already met a wide range of state standards and developed a deeper understanding of environmental issues. By this time, they'll have more confidence in their decision-making abilities to find creative solutions to problems, and you will have completed most or all of the tasks in the Project Checklist below:

#### Project Checklist

1. Determine the objectives of your project.
2. Develop a project action plan and timeline.
3. Use available tools and resources (such as library, internet, interviews, field trips, etc.) to plan and carry out your chosen project.
4. Form student action committees for tasks such as publicity, funding, research, history, materials, and artwork.
5. Determine the relevant science content to be understood by the students for the project.
6. Complete the Activity Record Logs.
7. Conduct pre- and post-project observations.
8. Record Student Reflections throughout the project.
9. Keep the school and community informed of your progress.
10. Gather and record all your project data.
11. Create materials that illustrate and support your data (such as charts, graphs, tables pictures, video, surveys, interviews, etc.).
12. Observe and record measurable changes from the beginning to the end of the project.
13. Conduct experiments.
14. Complete all steps to evaluate your project.



## BEFORE YOU START YOUR DIGITAL PORTFOLIO

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### PREPARING YOUR CONTENT

When you've completed researching and conducting your project, it's time to begin creating your digital portfolio submission. Before getting started, we suggest consulting the portfolio guidelines found on pages 26-27 of the DPC handbook. You can download the handbook [here](#) and view examples of past portfolios [here](#).

With just a bit of preparation, creating your class portfolio submission can be fun and effortless. Completing the following Content Checklist prior to building your portfolio will help ensure that the process goes as smoothly as possible.

#### Content Checklist

1. Collect photos, articles, and student communications to include in the portfolio.
2. Explain the scoring rubric to your students.
3. Choose a variety of artifacts and student pages from the DPC handbook to include in your portfolio.
4. Assign different portfolio tasks to individual student groups.
5. Scan all the articles, photos and images you will use in the portfolio, so that they're ready to upload.
6. Make copies of each piece of documentation that you'll include in the portfolio.

## GETTING STARTED

### SIGNING UP ONLINE

First things first. In order to help your class (or classes) create an online portfolio, your initial step is to register and create your account. This will provide you with your own teacher admin page, where you can access and edit the submission information and portfolios for all the classes you are supervising.

Registering is easy. Just visit the DPC homepage at [www.dpcproject.com](http://www.dpcproject.com). Once you get there, you'll see a promo like **Figure 1** towards the right side of the page. Simply click on "Go!" and you'll be taken through to our Rules and Regulations page. You can also get there by clicking the Register tab in the upper left corner of your screen.



FIGURE 1

On the Rules and Regulations page (**Figure 2**), you'll be asked to select a program track. Please indicate Elementary School (Grades 3-5) or Middle School (Grades 6-8) and then thoroughly review the corresponding rules for your track and indicate your agreement. Once you've done so, just click on the Proceed To Registration Form button to create your account.

FIGURE 2

Setting up your account with our Registration Form (**Figure 3**) is a lot like setting up any other online account. Simply choose a user name and password then provide us with some basic information about yourself, your school and how you learned about DPC. If you're entering on behalf of an elementary school class, we'll also ask you to indicate whether you plan on submitting a hard copy or a digital portfolio. However, middle school contestants may only submit projects through the DPC Digital Portfolio Builder. Once you've completed this page, click on Submit Registration Form.

FIGURE 3

## GETTING STARTED

After you've submitted your registration form, you'll immediately receive an email from DPC confirming your username and log in information. When you see our Thank You screen, just click the appropriate button (**Figure 3.1**) to return to the DPC homepage.



FIGURE 3.1

## CREATING AND EDITING YOUR USER PROFILE

Once you've registered and created your account, you'll need to fill out the remainder of your user profile before you can start using our tools to add teams and projects to your account. The first time you log in to DPC with your new username and password, you'll land on our teacher admin page as seen in **Figure 4** to the right.



FIGURE 4

Take a moment to look around and get familiar with the layout of your teacher admin page. To the left, you'll see a box that lists all the important dates for this year's Disney's Planet Challenge. This box will be present every time you log in to your account, so you can always stay on top of upcoming deadlines.

Just to the right of the Important Dates box, take note of the Announcements/News section. This is where we'll post important information and updates about the contest as they occur. However, on your first visit, you'll see a message instructing you to complete your profile before using your project and portfolio tools (**Figure 5**).



FIGURE 5

Completing your profile is quick and easy. Simply click the "Edit Profile" button in the Manage Your Profile section located directly beneath the Important Dates box to the left of your screen (**Figure 6**).

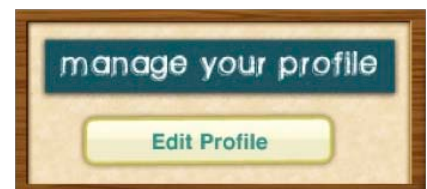


FIGURE 6

## GETTING STARTED

The Edit Profile page will ask you for a few more essential pieces of information and is divided into four sections. The User Profile and Teacher Information sections (**Figure 7**) allow you to modify your password information and will provide DPC with the best way to get in touch with you if necessary.

Beneath the Teacher Information section, you'll find a School Information section (**Figure 7.1**), which will help us learn a few basic facts about the school you're representing, its location and its school year calendar. Please be sure to check the box indicating that you have your principal's permission to enter Disney's Planet Challenge. Principal consent is a requirement for entering our contest.

The screenshot shows the 'Edit Profile' page. At the top, there's a 'Save Changes' button. Below it are two main sections: 'User Profile' and 'Teacher Information'. The 'User Profile' section includes fields for Username, Update Password, and My Other Email. The 'Teacher Information' section includes fields for First Name, Last Name, Email, My other email, Primary Phone, Alternate Phone, and My other phone. Each field has a 'Please enter a valid value' error message. At the bottom, there's a 'School Information' section.

FIGURE 7

The screenshot shows the 'School Information' section. It includes fields for School Name, School Address, School City, School State, Zip, County, School District, School Phone, and Principal Name. There are also checkboxes for 'By checking this box, I confirm that I have my Principal's permission to participate in this program' and 'I am the principal of this school'. Below these are dropdown menus for School Type and What Type of School Year Position do you hold? and radio buttons for Full-time school year and Part-time school year. There are also fields for Spring Break Dates and Last Day of School.

FIGURE 7.1

The screenshot shows the 'Class Information' section. It includes a dropdown for Grade, a text area for All participating 6th, 7th and 8th grade classes must submit a digital portfolio using the DPC Digital Portfolio Application, and a text area for Number of Students Participating. There are also radio buttons for How did you hear about DPC? and checkboxes for Full inclusion, Special Needs, and ELL. There are also fields for Please email and a 'Save Changes' button.

FIGURE 7.2

At the bottom of your Edit Profile page, you'll find the Class Information section (**Figure 7.2**), which allows you to give us a bit more background on your typical class, its size and how you found out about Disney's Planet Challenge.

Once you've filled in all the required fields, simply click the Save Changes button. A confirmation box (**Figure 8**) will pop up to let you know that your changes have been recorded.



FIGURE 8

You can always go back and change or update your profile at any time by accessing this tool from your teacher admin page.

## ADDING YOUR TEAMS & PROJECTS

Now that your profile is complete, it's time to add your class project to the Manage Your Projects tool on your teacher admin page. Whether you're supervising a single team or several, the process is the same for each team you add. Simply click the "Add A Team" button (**Figure 9**) directly beneath the heading.

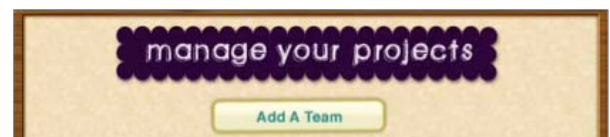


FIGURE 9

## GETTING STARTED

### ADDING YOUR TEAMS & PROJECTS

A new screen will pop up, like the one seen in **Figure 10**. Fill in your team name, grade level and portfolio type. In the About the Class section, click on the description that best describes your class. Here is where you may also list your Co-Teachers, if any, who are helping you supervise the team. When you're done, click Add A Team. The team you just submitted will now appear in your admin page's Manage Your Projects section every time you log in to your account.



The screenshot shows a form titled "add team" with a note that an asterisk denotes a required field. The form includes the following fields and options:

- Team Name\*: A text input field.
- Grade: A dropdown menu currently set to "3rd".
- Portfolio Type: A dropdown menu currently set to "Digital Portfolio (Using the DPC Digital Portfolio Applicat...".
- About the class: A section with checkboxes for "Regular Education", "Special Needs", "ELL", "Full Inclusion", "Gifted", and "Other" (with an adjacent text input field).
- Co-Teacher 1: Two input fields for "Name" and "Email Address".
- Co-Teacher 2: Two input fields for "Name" and "Email Address".
- At the bottom, there are two buttons: "Add A Team" and "Cancel".

FIGURE 10

**Figure 11** illustrates how this section will look once a sample team has been entered. If you are entering more than one team, simply repeat the process with additional teams.



The screenshot shows a section titled "manage your projects" with a purple decorative header. Below the header is an "Add A Team" button. Underneath, there is a list of "TEAM DPC Challengers". For the first team, there are three buttons: "View" (with a magnifying glass icon), "Edit" (with a pencil icon), and "Submit" (with a checkmark icon).

FIGURE 11

## PREPARING AND EDITING YOUR PROJECT

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### MANAGE YOUR PROJECTS: AN OVERVIEW

Now that you're registered and have your team entry all set up, it's time to get creative! As you assemble and summarize all the work your team has done over the course of Disney's Planet Challenge, the Manage Your Projects section contains the tools that will help you put it all together for presentation.

You'll recall from Figure 11 that each team's entry contains three buttons: VIEW, EDIT and SUBMIT, each with its own important function.

Clicking the VIEW button will show the current state of your team's project submission in its proper presentation form. You will start with your team's Cover Sheet. However, the green buttons located towards the top center of the page (**Figure 12**) allow you to move freely between your Cover Sheet, Teacher Reflections and Student Reflections.



FIGURE 12

Directly above these buttons is a link to view your team's portfolio (**Figure 13**). Simply click here to view how your portfolio would look if it were submitted in its current form.



FIGURE 13

The VIEW option does not allow users to change or add content. Since we haven't added any content to your project yet, each page of this section will appear empty for now. However, as you start to assemble your portfolio materials, this option will become useful any time you want to step back and see what the project looks like in submission form.

The EDIT option is where you will be adding, deleting and revising all your content. It is the feature with the most tools and, by far, the one you'll be using most. So, we'll come back to it shortly to describe it in greater detail.

Finally, the SUBMIT button is, as its name indicates, the button you'll click when all your hard work is complete and, together with your class, you've checked and double-checked your final submission. It is the final step in building your DPC digital portfolio. Once you've submitted your project, there will be no further editing for you to do.

Now that you have an understanding of how Manage Your Projects works, let's turn our attention back to the EDIT function and start building your Disney Planet Challenge portfolio!

## PREPARING AND EDITING YOUR PROJECT

### CREATING YOUR COVER SHEET

For the remainder of this tutorial, we'll be focusing on the EDIT function and its many capabilities that will help create your project submission. When you click EDIT from the Manage Your Projects section of your teacher admin page, you will be taken to a blank Cover Sheet page.

Before we get to that, however, let's quickly note the panel of buttons above the Cover Sheet header (Figure 14).



FIGURE 14

As we saw in VIEW mode, these buttons allow you to access each of the four important areas of your portfolio submission simply by clicking the section within which you wish to work.

Once the page has loaded, scroll down to examine the Cover Sheet. This sheet contains all your project's basic information, imported from your registration form, at the bottom of the page. This page will be your first opportunity to define your team's project in detail. Your Project Summary should include a description of the environmental issue your team is seeking to address and how it intends to do so. Beneath that, the Project Goals section allows you to outline the specific goals you wish to accomplish with your project. Under these two sections, you'll find additional space to discuss how the project will have a positive impact and make a difference, as well as the opportunity to highlight some of the qualities and characteristics that make your school and class unique in this effort. Each of these sections allows up to 1,400 characters of text and provides a helpful character count status, so you'll always be able to keep an eye on how much space you have left.

FIGURE 15.1

FIGURE 15.2

## PREPARING AND EDITING YOUR PROJECT

At the bottom of your cover sheet, there are also spaces to tell us the number of students and members of the community that were reached by your project.

Although the Cover Sheet is simply an introduction to your project submission, it is an essential part of your presentation. Any projects submitted without a Cover Sheet will be automatically disqualified.

**IMPORTANT:** Any time you edit or change any section of your Cover Sheet or any of your pages in EDIT mode, be sure to click one of the Save Changes buttons at the top or bottom of the page before navigating away to a different page or your changes will be lost.

### DESCRIBING YOUR TEACHER REFLECTIONS

The Teacher Reflections section is the only portion of your submission that does not directly involve your student input, but it is no less an important part of our judging process. This page contains a series of questions that offer you the opportunity, as teacher and team supervisor, to share your observations about the project in your own words.

Here is a forum for you to discuss the overall goals of the project and the effects that it had on your class as well as the community at large. We'd like to hear about some of the challenges your team faced and overcame, as well as how meeting these obstacles helped your students to grow and change.

We're also interested to hear how, as the teacher, you integrated the challenge into your curriculum and balanced it with state content standards. What were the educational effects for your students and how might the project be built upon or continued beyond the contest?

While our main focus with Disney's Planet Challenge is to educate and promote environmental awareness in students, it is our hope that, in doing so, we are inspiring educators to create new ways of instructing, leading and engaging their classrooms, making them more effective teachers as well.

### SHARING YOUR STUDENTS' REFLECTIONS

In a manner similar to the Teacher Reflections page, your Student Reflections section is a place for individual team members to relate what they experienced in carrying out the project, demonstrate what they've learned and contemplate how it has changed their point of view.

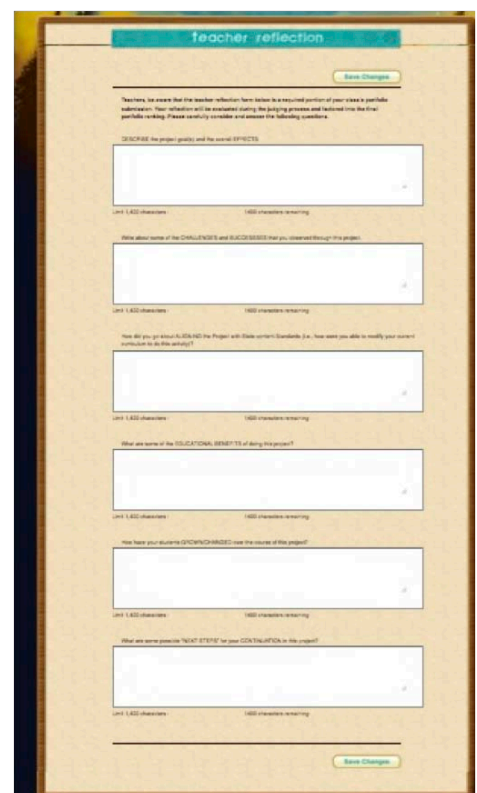
The image shows a screenshot of a web form titled "teacher reflection". At the top right, there is a "Save Changes" button. Below the title, a paragraph states: "Teachers, be aware that the teacher reflection form below is a required portion of your contest portfolio submission. Your reflection will be evaluated during the judging process and factored into the final portfolio ranking. Please carefully consider and answer the following questions." The form contains five text input areas, each with a question above it and "1000 characters" and "1000 characters remaining" labels below it. The questions are: 1. "DESCRIBE the project goals and the overall EFFECTS." 2. "What were some of the CHALLENGES and OBSTACLES that you overcame through this project?" 3. "How did you go about ADDRESSING the Project and State content Standards, if so, how were you able to modify your curriculum to fit this activity?" 4. "What are some of the EDUCATIONAL BENEFITS of doing this project?" 5. "How have your students' CYPHOPIA/IB/IBEEC use the course of the project?" The final question is partially cut off: "What are some possible 'NEXT STEPS' for your CYPHOPIA/IB/IBEEC on this project?". At the bottom right, there is another "Save Changes" button.

FIGURE 16

## PREPARING AND EDITING YOUR PROJECT

While we want students to recount their experiences in their own words, we also encourage you to supervise them in preparing their reflections, offering editorial guidance when needed. You may select up to ten students to participate in your team's Student Reflections page.

Once you have begun collecting your team's Student Reflections, entering them into your team's portfolio submission is easily accomplished using the Student Reflection Admin tool (**Figure 17**). To create a new reflection page, simply enter the student's name in the empty field and click Create. You'll see that student's name listed under the Student Reflection – Edit section when the page refreshes. You can add or edit your student's reflections by clicking Edit or you can delete his or her page by clicking Delete.

Click the Edit button and you will be taken to the individual Student Reflection page for the entrant you've chosen as shown in **Figure 18**. Much like the Teacher Reflections, the purpose of this page is for students to share their individual learnings and experiences.

However, the structure of each Student Reflections page differs from the Teacher Reflections in one important way. Each Student Reflection page is broken into four distinct sections: The Beginning, The Learnings, Midway and The End (And Another Beginning). Each of these sections offers up to 525 characters for the individual student to describe his or her thoughts at specific points in time while the project is ongoing. For this reason, we encourage you to have your students share and record their experiences and expectations on an ongoing basis throughout the course of the entire project, so they'll be better able to recall them when it's time to prepare your submission.

FIGURE 17

FIGURE 18

## CREATING YOUR DIGITAL PORTFOLIO

We've now arrived at your digital portfolio, the most creatively challenging portion of your project submission and the most exciting too! Our comprehensive portfolio builder allows you to use images, text, backgrounds and video to create a customized digital document that showcases your team's creativity while documenting your Disney's Planet Challenge project.

You access your Portfolio the same way you access the other sections of your submission, through the EDIT function in Manage Your Projects. As we saw earlier in Figure 14, the Portfolio button can be found alongside the other section buttons beneath the Edit Your Project heading. Just click on Portfolio and we can start creating!

**Figure 19** below shows a snapshot of a default portfolio page. The white area in the center is your Portfolio Page in progress. We haven't added any content yet, which is why it's empty.

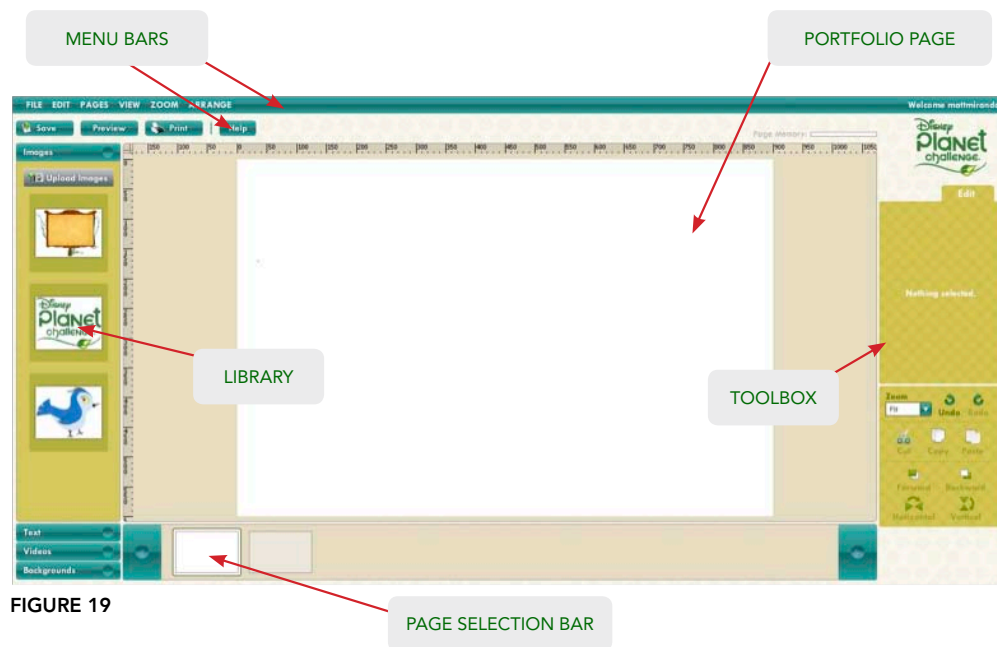


FIGURE 19

At the left of the screen you'll see buttons to add images, backgrounds, text and video. In **Figure 19**, the Images button is expanded, showing a few images in our library.

Along the top of the screen are pull-down menus featuring the tools you'll use to create your portfolio (some of which you'll also find in the Toolboxes). Here you'll also find the Save, Preview, Print and Help buttons.

On the far right is our Toolbox feature, which allows you to customize the current portfolio page. The contents of your Toolbox will vary depending on whether you're working with images, text, or video. An additional updated feature in our digital portfolio builder is the Page Memory progress bar located towards the upper right-hand corner of your portfolio page. This will show you exactly how close you are to the maximum memory usage for the page on which you're currently working. Throughout this tutorial, we'll offer TIPS and TRICKS along the way, to help you use the portfolio builder more efficiently. But now, let's start creating our Portfolio page...

## CREATING YOUR DIGITAL PORTFOLIO

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On the far right is our Toolbox feature, which allows you to customize the current portfolio page. The contents of your Toolbox will vary depending on whether you're working with images, text, or video. An additional updated feature in our digital portfolio builder is the Page Memory progress bar located towards the upper right-hand corner of your portfolio page. This will show you exactly how close you are to the maximum memory usage for the page on which you're currently working. Throughout this tutorial, we'll offer TIPS and TRICKS along the way, to help you use the portfolio builder more efficiently. But now, let's start creating our Portfolio page...

### YOUR IMAGES

#### Adding Images

You can start your portfolio with any piece of content you like, but we'll begin by adding a picture. We've pre-loaded your library with a few images, like the Disney Planet Challenge logo and Brandon the Bird, just to get you started, but the portfolio builder allows you to upload any image you'd like from your computer. These can include photos, artwork, charts, reports or any other graphics that have been created during your project.

To add an image to your page, click on the "Images" button at the left side of your screen (**Figure 20**).



FIGURE 20

You will see the Images Library expand to show its contents. In between the Images button and the library items, you'll see the "Upload Images" button (**Figure 21**). Just click it and a dialog box will open, allowing you to search your computer for the desired file to upload.



FIGURE 21

Once you've selected your image, it will appear as a thumbnail in the Image Library. The photo of a frog in **Figure 22** shows how your uploaded image will appear in your library.



FIGURE 22

**TIP:** Upload the wrong image? No problem. Anytime you want to remove a custom image from the Image Library, just click on the garbage can icon in the bottom right corner of the thumbnail. If you change your mind and need to retrieve the picture later, just repeat the upload process and select the image again.



## CREATING YOUR DIGITAL PORTFOLIO

**IMPORTANT:** As always, it's important to remember to click "Save" after you've uploaded new images or videos to your asset libraries. If you don't save, you may have to upload the assets again the next time you launch the portfolio builder.

So, now let's put our picture on the page. Once we see it in our Image Library, inserting an image into our Portfolio is as simple as dragging on to the page area and dropping it in. Try it out on your own with one of the pre-loaded default images already in your Image Library.

After we've dragged and dropped our photo into our portfolio page area, it should look like **Figure 23** below, automatically selected, with a light border around the image. The corners of the image will be marked with small resizing squares, and you'll see a rotation circle at the top.

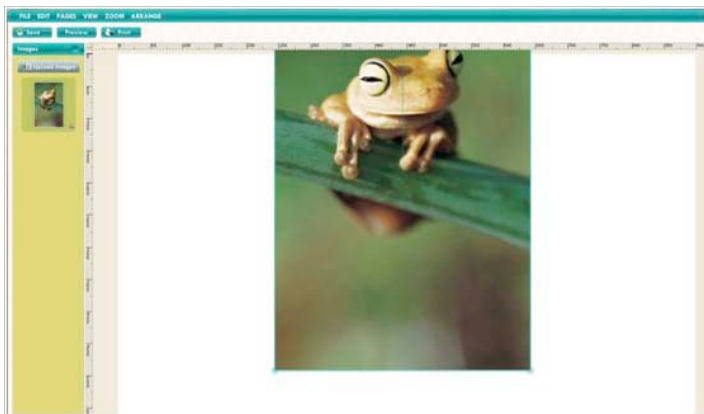


FIGURE 23

To adjust the size of your image, just click and hold down your mouse over any corner of the image and drag it to make it larger or smaller.

You can move the image anywhere on the page by clicking to select it again, then clicking and holding down your mouse to drag it around the screen until you've found exactly where you'd like to put it.

If you'd like to rotate the image, click to select it, grab the circle at the top of the image with your mouse and drag it to rotate.

**Figure 24** below shows you where to click on your image to perform each of these actions.

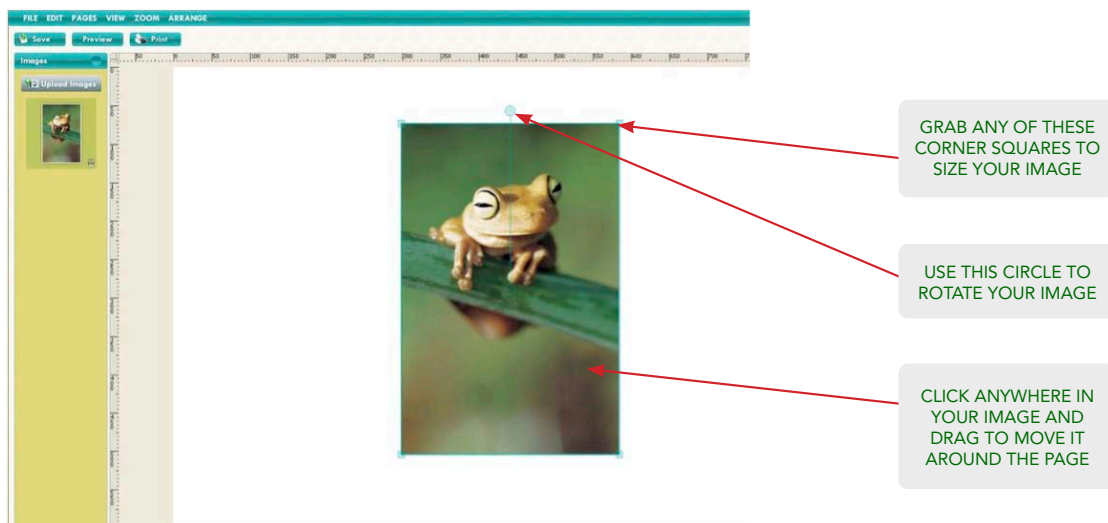


FIGURE 24

## CREATING YOUR DIGITAL PORTFOLIO

### Grids and Guides

As you design your project, it's a good idea to make use of the Guides and Grid tools. These tools will help you make sure that your images, text boxes and videos are all perfectly aligned, vertically and horizontally, on the page.

To set a horizontal Guide, go to the horizontal ruler at the top of the page, then just click and drag the horizontal Guide down onto the page. To set a vertical Guide, click on the vertical ruler and drag a guide out from it onto the page. Once you have set a Guide, you can reposition it by moving your mouse over it, then clicking and dragging it to the desired location on the page. **Figure 25** shows how these Guides will appear on the page once you've positioned them.

You can "snap to," or position the Guide lines flush against your image to ensure that it is perfectly straight and positioned exactly where you want it to be on your portfolio page.

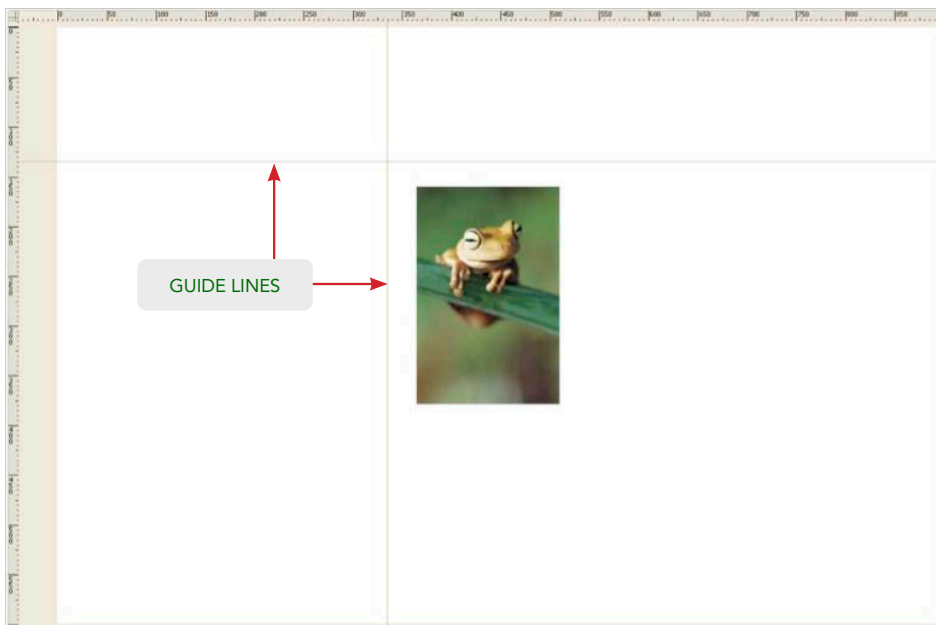


FIGURE 25

To add additional guide lines, simply repeat the process above. You can also hide the Guides option, by deselecting the option from the "View" pull-down menu.

Once you're done with a guide, you can remove it by dragging it back to the ruler.



**TIP:** You don't have to choose Guides from the "View" pull-down menu in order to use them, only when you want to hide them.

An alternative tool in designing your page is the Grid. To use this, just go to the "View" pull-down menu and click on Grid (**Figure 26**).

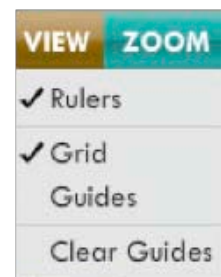


FIGURE 26

## CREATING YOUR DIGITAL PORTFOLIO

When you've selected this option, a Grid of tiny dots, aligned both vertically and horizontally, will appear on your portfolio page as shown in **Figure 27**.



FIGURE 27

The Grid is not only good for lining up your images, it's also ideal for placing them at regularly-spaced intervals, as shown in **Figure 28**.

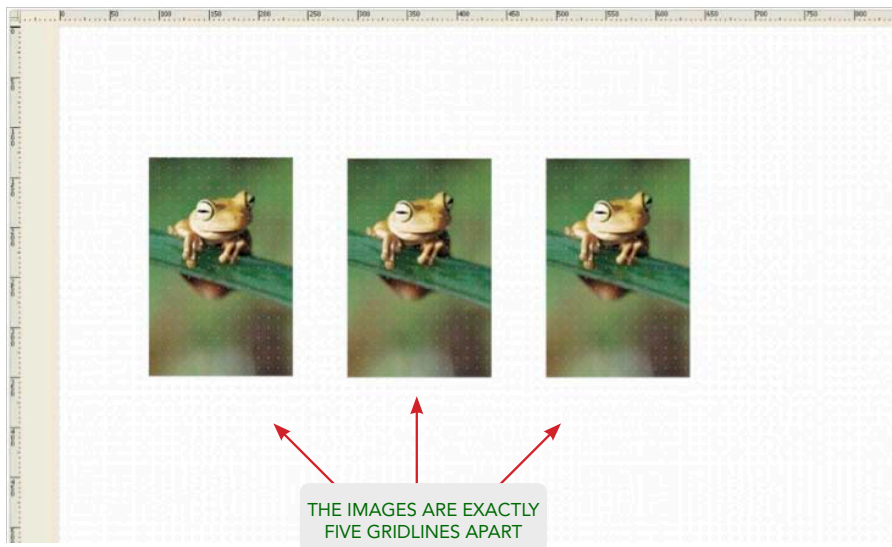


FIGURE 28

You're able to use either the Guides or the Grids at any time as you create your portfolio, but you won't be able to use both at the same time. To alternate between them, use the "View" pull-down menu to select and deselect your chosen method as you go.

Now that you've adjusted your image's size, placement, and rotation, you can use the Image Toolbox in the right-hand column for additional customization.

## CREATING YOUR DIGITAL PORTFOLIO

**TRICK:** If you are pasting an image from one page to another and want it to be identical in size and placement, choose "Paste in Place" from the "Edit" pull-down menu at the top of the page when pasting the image on the new page.



### Your Image Toolbox

Here you'll find all the tools you'll need to edit your images. The tools in this area will vary depending on whether you're working with images, text, video, or backgrounds, but **Figure 29** demonstrates the various functions of your Image Tools.

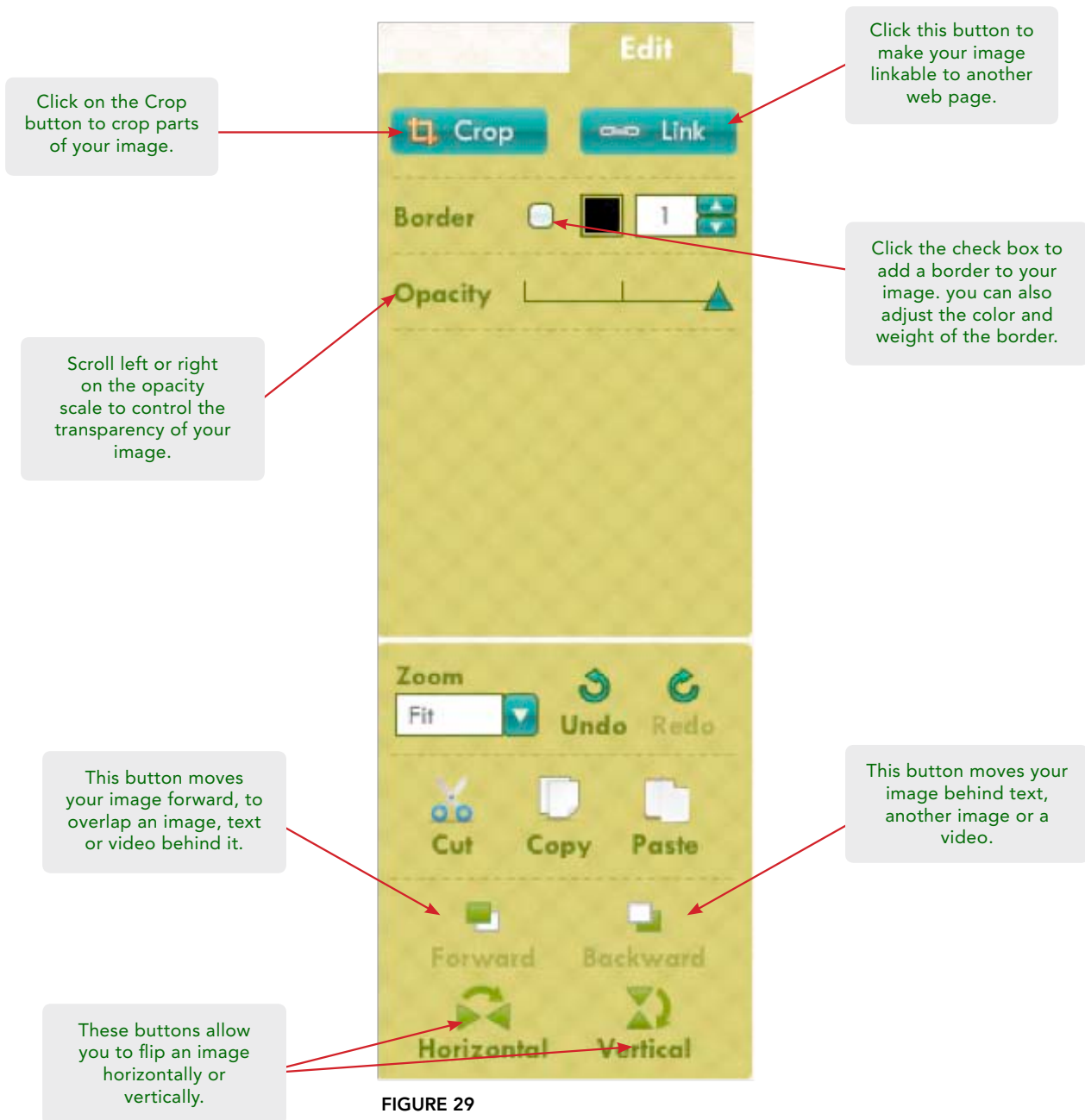


FIGURE 29

## CREATING YOUR DIGITAL PORTFOLIO

### YOUR TEXT

#### Adding Text

To add text to your portfolio page, look again to the buttons on the left side of your screen and click the Text button (**Figure 30**), located below the Image Library.



FIGURE 30

When you do this, the Text Library will expand and the text box icon (**Figure 31**) will appear.

Drag and drop the text box thumbnail into your portfolio page. You will see a text box with sample copy (**Figure 32**). By double-clicking on the text box you'll be able to delete, change, and add your own text. Once you've entered your desired text, click outside the area to set the copy changes. Click on the text area one more time to select the whole text box.

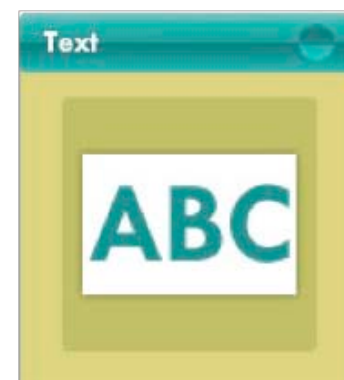


FIGURE 31

You will also be able to drag, rotate, and change the size of your text in much the same way you edited your images.

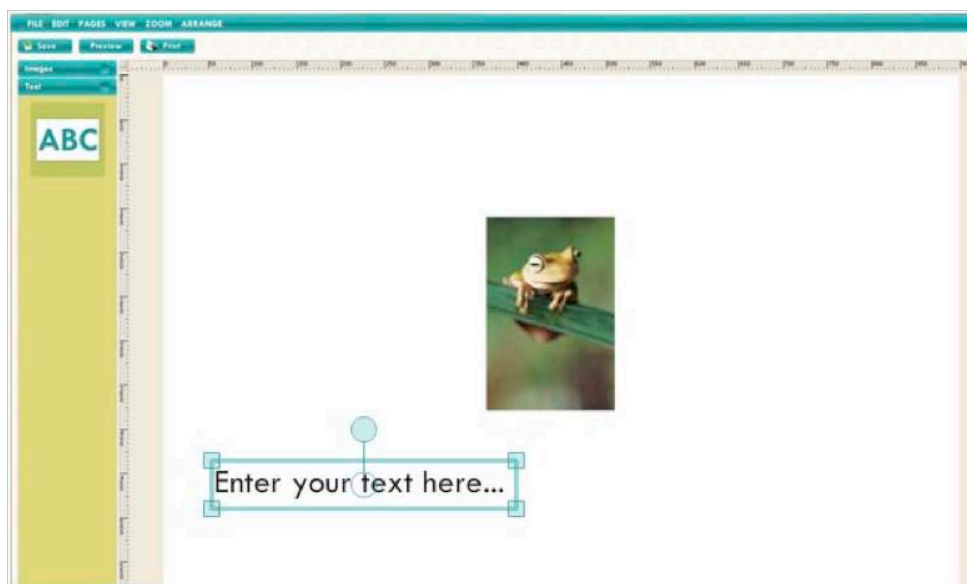


FIGURE 32

The existing text box icon is the only asset in the Text Library. As you add additional text to your page using the method described above, you will not see additional asset thumbnails in the library. To ensure that you never lose text you've added during your session, always remember to click Save after adding. It is essential to save your changes frequently.

You'll be able to make additional changes to your text by using the Text Toolbox at the right of your screen.

## CREATING YOUR DIGITAL PORTFOLIO

### Text Toolbox

**Figure 33** displays the tools you'll need to edit your text. These tools are different from the tools used for editing images, video or backgrounds and are only accessible when you are working from your Text Library.

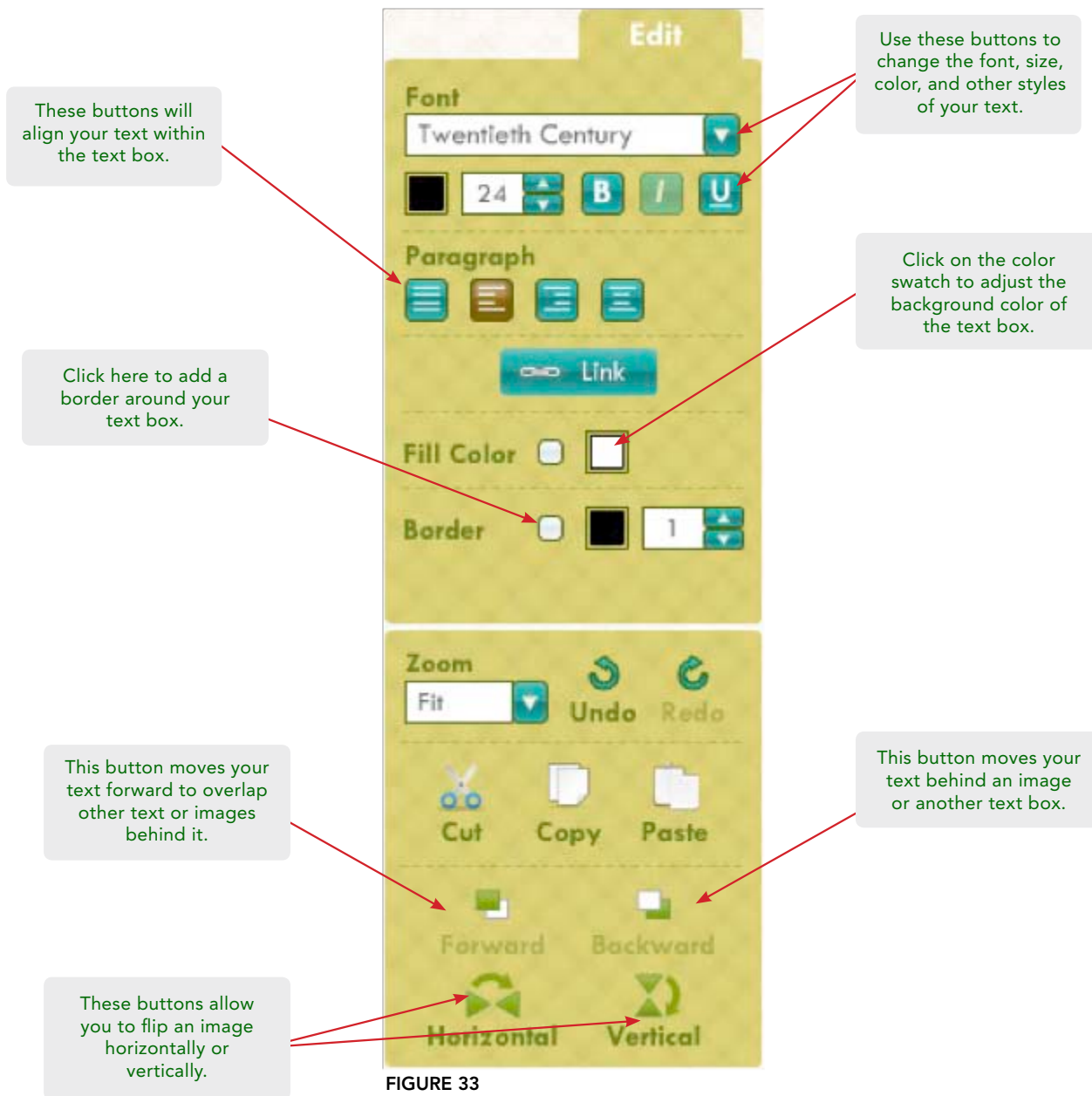


FIGURE 33

## CREATING YOUR DIGITAL PORTFOLIO

### Fill Colors

If you want to edit your text further by adding a fill color to your textbox, click on the Fill Color swatch in the Text Toolbox (**Figure 34**).



FIGURE 34

Click the color swatch to choose a fill color for your textbox.

When you click on the swatch a window will open that will provide a choice of fill colors for your text box (**Figure 35**). Simply scroll up or down the spectrum towards the right to choose a color palette.

Now, drag your mouse around the color square to select the brightness and saturation for the color you've chosen. The corresponding color in the "new" box on the upper right will change as you move your mouse. When you've found the exact color and shade you want, click the color swatch squares below to save it. You'll now notice two colors displayed – one is the current background color of your textbox, and the other is the new color you've just chosen to replace it.

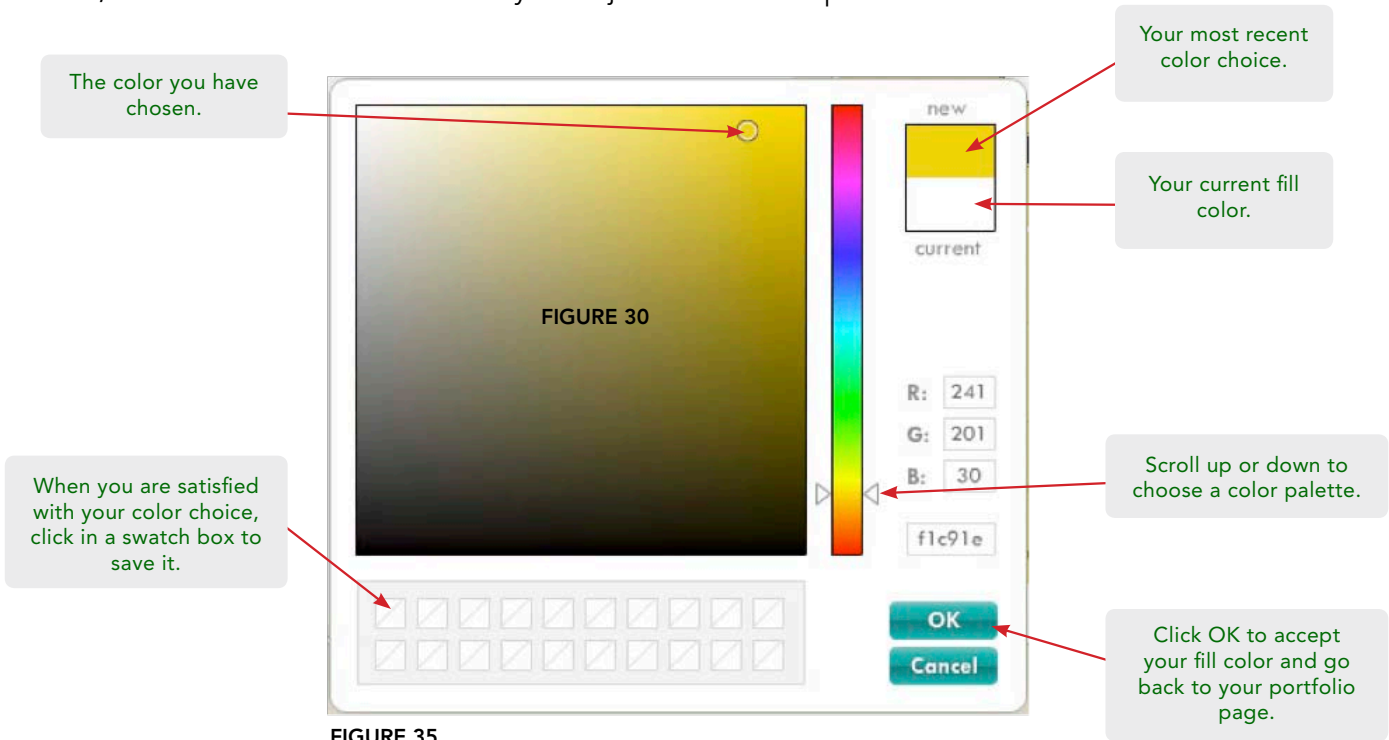


FIGURE 35

Next time you click on the Fill Color button, the color(s) you previously saved will be included in the swatch box.

Returning to the Toolbox, you'll now see that the Fill Color swatch is the color you just selected (**Figure 36**). To fill the background of your textbox, click on the checkbox.



FIGURE 36

Click here to implement your new color choice.

New fill color

## CREATING YOUR DIGITAL PORTFOLIO

### Borders

Adding a border to your text is accomplished in a similar fashion to choosing a fill color. Simply click on the border swatch (**Figure 37**) to open the border color window and repeat the steps you just did to choose a fill color.

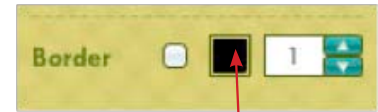


FIGURE 37

Click the color swatch to choose a fill color for your textbox.

When you return to the Text Toolbox, you'll see that the border color swatch has changed to the color you've chosen. To set your new border color, just click on the adjacent checkbox.

### Font Color

You might be getting the hang of this by now, so it probably won't surprise you that the process for changing your font color is no different than choosing fill and border colors. Simply click on the color box in the font section of your Toolbox towards the upper left and follow the same steps. When you return to the Text Toolbox, you will see that the font color swatch is now the color you've chosen and your font will have changed color.

After you've made your color choices, your page may now look something like the page in **Figure 38**.



FIGURE 38



**TRICK:** Want to learn a secret for adding a shadow effect to your text? Just select a text object, then copy and paste it. Change the font color of this new text to black and move it one layer behind your first text, using the "Backward" button on your Text Toolbox. Adjust the angle of the shadow by moving the black text up, down, left or right.

### YOUR VIDEO

#### Adding Text

Just as you did with images and text, you'll add video to your portfolio by clicking on the Video button (as it appears in **Figure 39**) at the left side of your screen.



FIGURE 39

When you do so, a Video Library will open and display the Upload Video button (**Figure 40**). Clicking on this button will open a window that allows you to browse through the files on your computer until you find your desired video to upload.



FIGURE 40

**IMPORTANT:** Please only upload the following video formats:

- WMV
- MOV
- AVI
- MPG
- MPEG
- MP4
- FLV

If your video file does not end in one of the extensions listed above, please do not attempt to load it onto your portfolio page. Please note that there is a 20MB maximum size for all video files.

After you've selected your video by highlighting and clicking, the uploading process will begin. **Figure 41** below displays the Upload Video icon in three successive states. The example to the left shows how the icon will appear while your video is in the process of uploading. Note the green progress bar beneath the film reel. This will give you an indication how far along the digital portfolio builder is in the uploading process. The center example shows the icon as the video file is being processed by our portfolio builder after uploading. Finally, the example on the right is what the icon looks like when the upload process is complete and the video is ready to be inserted into your portfolio.



FIGURE 41

## CREATING YOUR DIGITAL PORTFOLIO

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**IMPORTANT:** Video files are often very large, so the upload process can take up to 30 minutes to complete. If you have a slower connection, the process may take even longer. If your video is not in the Ready state after two hours, please contact the DPC team for assistance.

As your video uploads, you will notice that the Save button has been disabled. You will not be able to save your portfolio until your video has completed uploading, so we advise that you save any changes made to your portfolio in a session prior to uploading video files.

Once your video is ready, you can drag and drop it into the portfolio area just as you did with the images and text boxes. The video icon will first appear as a black box with a red "X" in the middle as in **Figure 42**. However, this thumbnail will change to the video's opening frame after you play it for the first time.

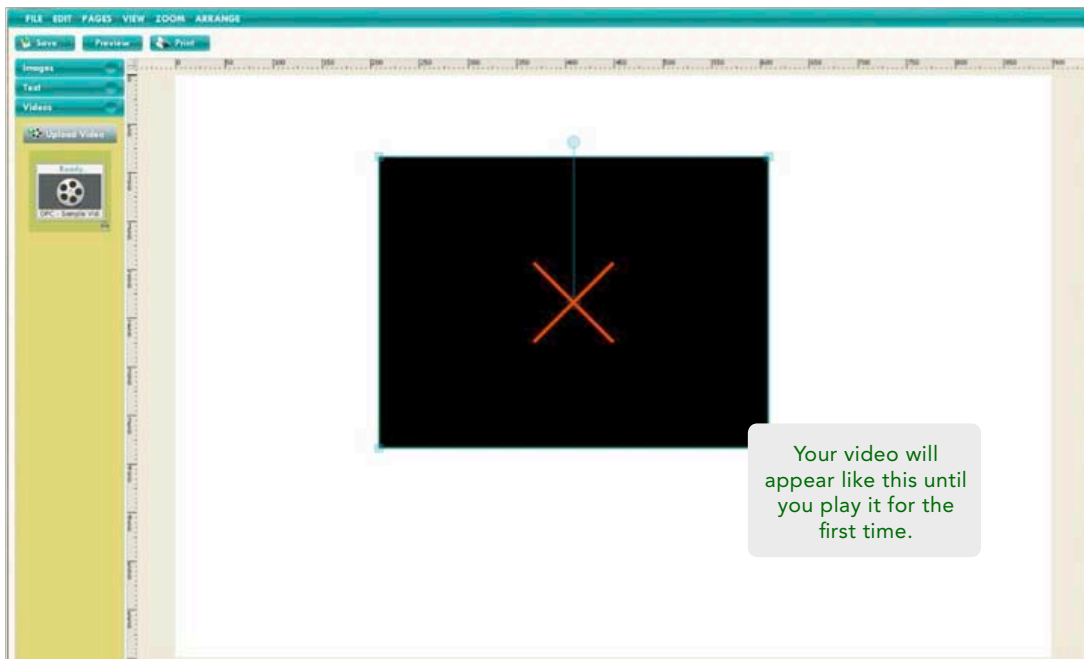


FIGURE 42

You may also select your video to change its size, rotate it, or move it to a different position on the page. Your Video Toolbox comes equipped with controls for you to play, pause or stop your video.

## CREATING YOUR DIGITAL PORTFOLIO

### Video Toolbox

These are the tools you'll need to view your video (See **Figure 43** below). Since the tools in this area will change depending on the design element you're working with, your video tools will only be accessible when you're working with content from your video library.

You are free to mix images, text boxes and backgrounds on the same portfolio pages that contain video. You can also freely copy and paste videos from one page to another. However, there are a handful of unique guidelines you should keep in mind when it comes to selecting your video content...

**IMPORTANT:** You may only insert one video per portfolio page. If you drag and drop a second video, it will replace the first one you placed on the page. In addition, you may only drag and drop one video at a time.

Each portfolio is permitted to include a maximum of up to five minutes of total video time per DPC guidelines. You may use this time in whichever way best suits your project. For example, you might include a single five-minute video on a single page, or you may choose to include five one-minute videos sprinkled throughout the portfolio instead. The portfolio builder accepts either choice easily as long as multiple videos are not placed within the same page.

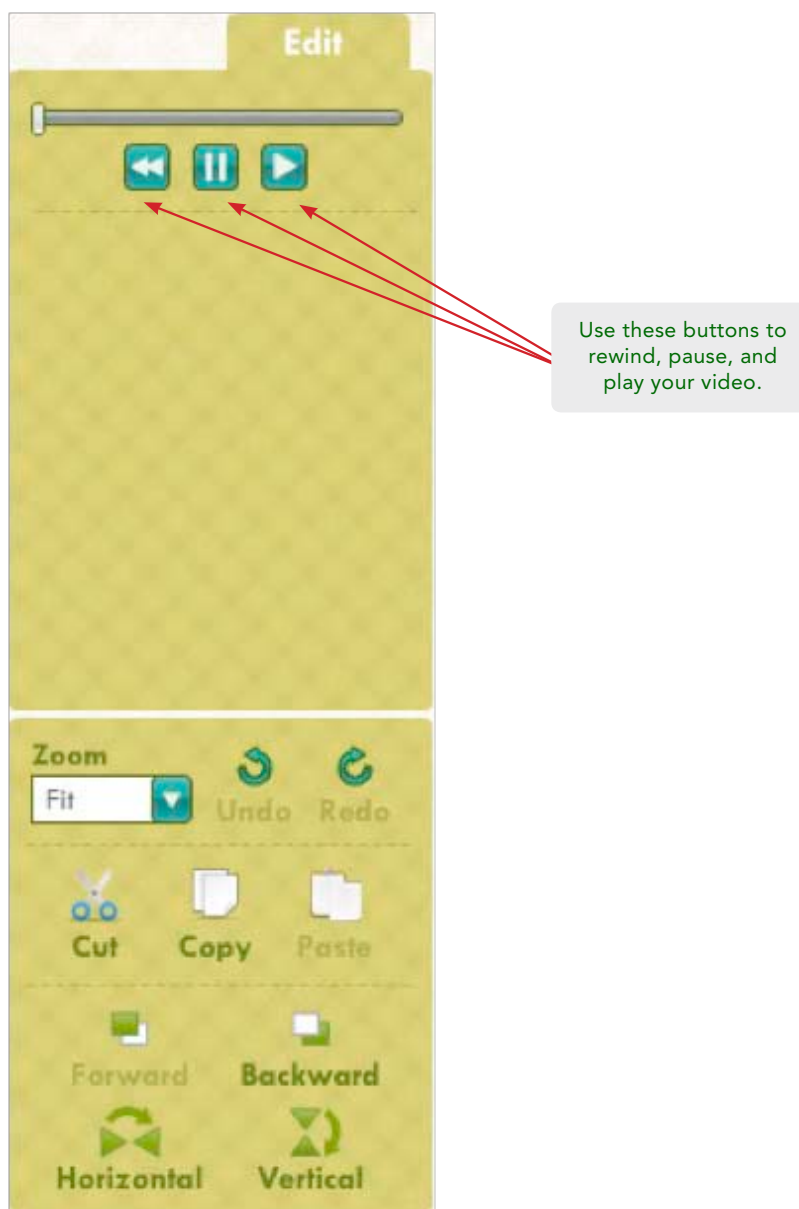


FIGURE 43

## CREATING YOUR DIGITAL PORTFOLIO

### YOUR BACKGROUND

Adding a suitable background to your portfolio page is accomplished in a manner similar to images, text and videos. Once again we turn to the left side of the screen where you will find the Backgrounds button (**Figure 44**).



FIGURE 44

Clicking this button will cause the Background Library to open and display the Upload Bkgs button.

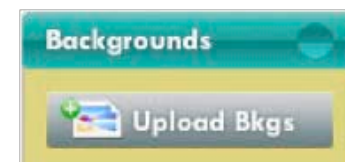


FIGURE 45

To add a background image, click the Upload Backgrounds button and browse through your files until you find the file you wish to use as your background. Select it to add to the Background Library, then drag and drop it into your portfolio page (**Figure 46**) as you did with your other content.

**TIP:** We've provided a few default images that you may use in your portfolio. Go ahead and try clicking and dragging one of them onto the blank page.

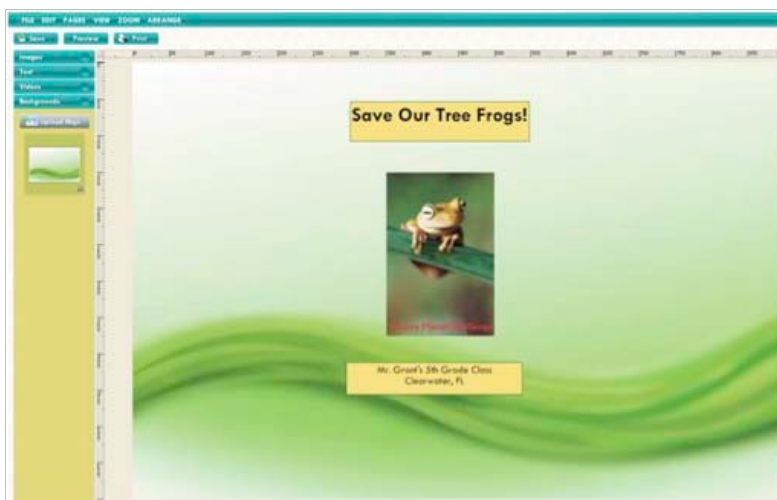


FIGURE 46

You will not be able to add more than one background image to a page. So, if you choose a new background, it will simply replace the existing one.

**TIP:** To remove a custom background from the Background Library, just click on the garbage can icon on the bottom right corner of the thumbnail. If you need to retrieve it, repeat the upload process and select the background again.



## CREATING YOUR DIGITAL PORTFOLIO

**TIP:** You can find a variety of downloadable background designs at no cost on stock photo websites. Just make sure to choose an image with high resolution in order to avoid pixilation and make sure to first download and save it to your desktop before attempting to upload it into your portfolio.

**TIP:** To make modifications to a custom background, or to use an image or photo as a background, you may upload it using the image button. Once it's in your library, drag and drop it into the portfolio, then use the mouse to expand it to fit the page. Select the background image, then adjust the opacity of your image (using the Image Toolbox) to fade it. If necessary, click "send to back" (also found in the Image Toolbox) to ensure that your portfolio page content remains layered on top as the focus of the page (Figure 47).

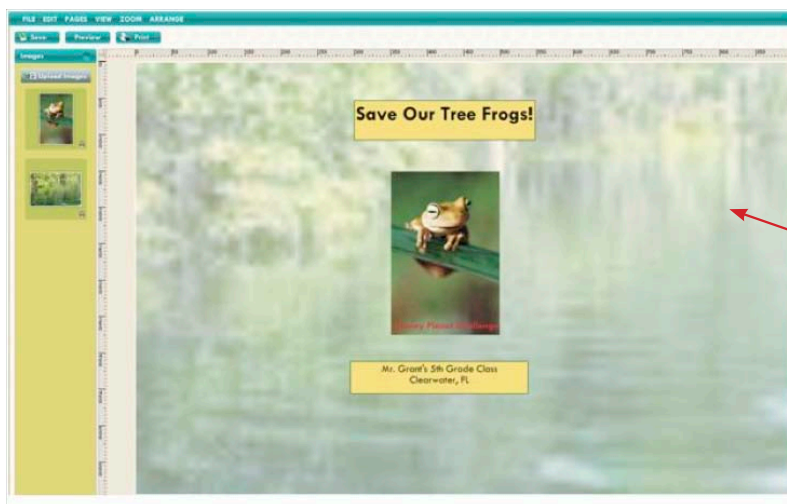


Image used as background.

FIGURE 47



## CREATING YOUR DIGITAL PORTFOLIO

### ADDING PAGES

Since your final portfolio is likely to be several pages long, you'll need to learn how to add pages. It's simply a matter of going to the Pages pull-down menu and selecting New Page (Figure 48).

When you do this, a new portfolio page will appear on your screen and a new portfolio page thumbnail will appear on the Page Selection Bar of your screen (see Figure 49).

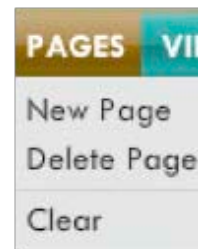


FIGURE 48

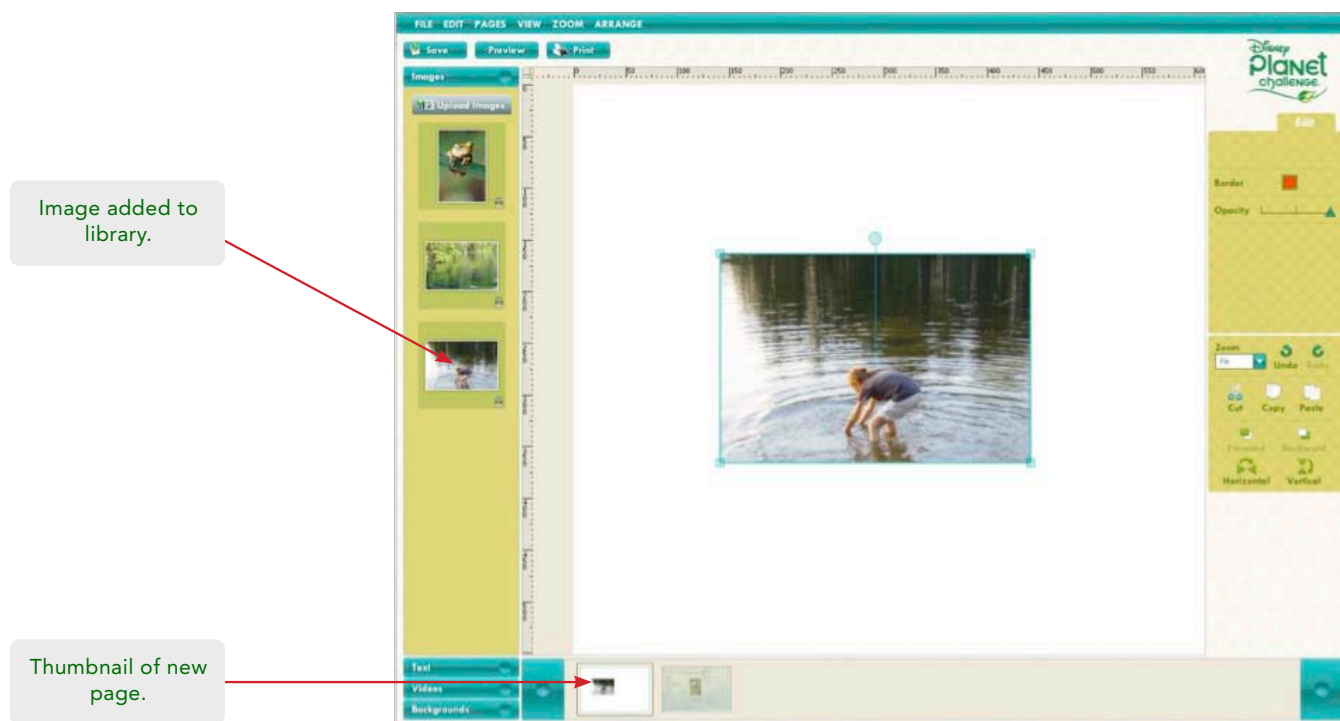


FIGURE 49

As you continue to work on your portfolio, you can navigate back and forth from page to page by clicking the thumbnails at the bottom of your screen.

You also may delete or clear all the images on your page by choosing the menu option, as shown in Figure 48.

As you add and save additional images and videos to your pages, each page thumbnail will update to reflect the changes you've made on the actual page.

**IMPORTANT:** You can only create and edit a maximum length of up to 16 pages in your digital portfolio.

## CREATING YOUR DIGITAL PORTFOLIO

### PREVIEW

At any time, you'll be able to preview your portfolio simply by clicking the Preview button at the top of your screen (**Figure 50**).



FIGURE 50

Clicking this button will bring up a new window with preview player controls (**Figure 51**).

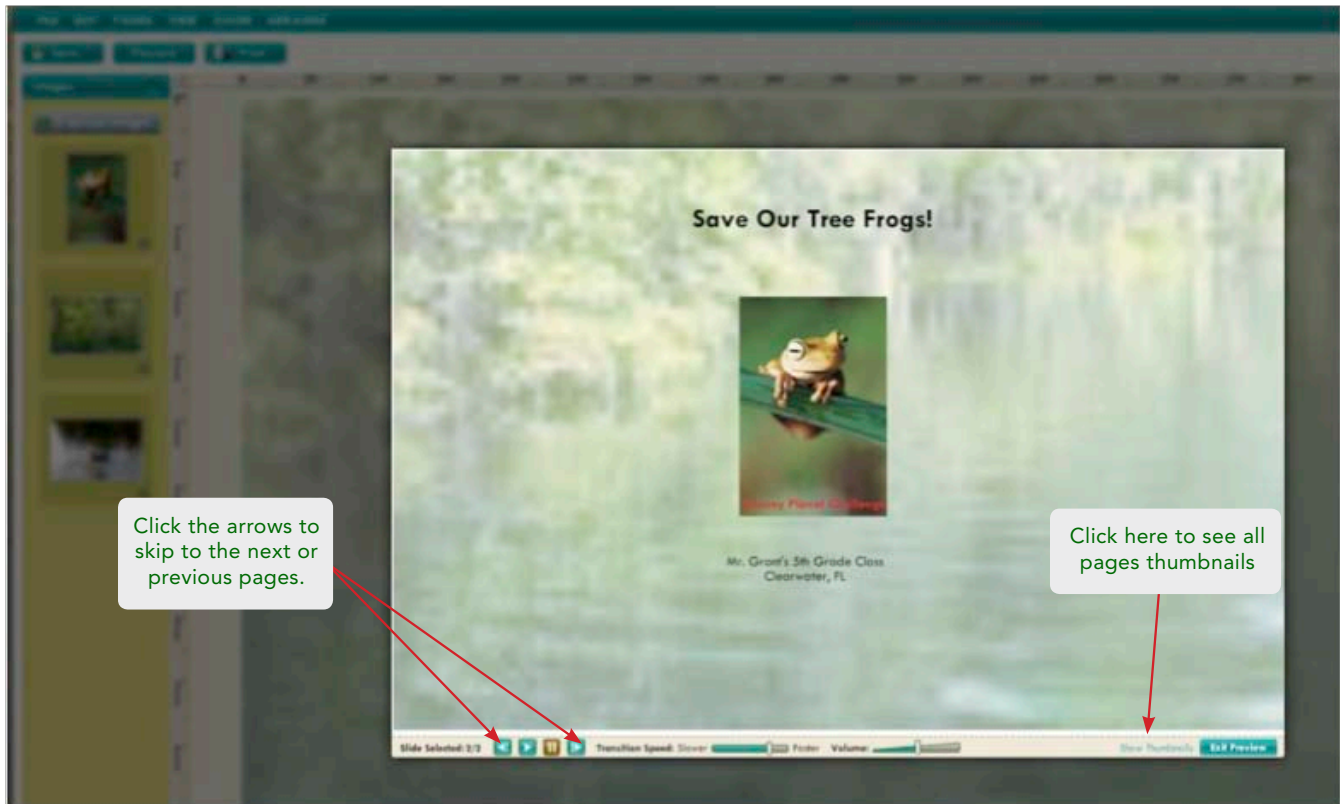


FIGURE 51

To begin previewing your portfolio from another page, click on "Show Thumbnails," and click to select the page you want to start viewing.

You may adjust the speed and volume of the preview by moving the bars on the sliders underneath the image.

## CREATING YOUR DIGITAL PORTFOLIO

### SAVE AND PRINT

To save your portfolio, click the Save button on the top portion of your screen (Figure 52).



FIGURE 52

**IMPORTANT:** In order to save all your current work and never risk losing changes, we recommend taking a quick moment to save your work often while you're composing your portfolio. In addition, always saving your work before stopping work and quitting is a must.

By saving your work, you are ensuring that the next time you log back into the digital portfolio builder, your portfolio-in-progress will automatically load just as you left it.

To print your portfolio, click the "Print" button on the top portion of your screen (Figure 53).



FIGURE 53

Please note that you may only print the page of the portfolio you are currently working on. To print the entire portfolio, you must repeat the printing steps for each page.

**TIP:** A quicker alternative to page-by-page printing can be found on the Preview page. As seen in Figure 54 below, we've added a new feature to the Preview function which allows you to save your portfolio as a PDF. You may then print out the full portfolio as a single document, either normally or as a PDF.

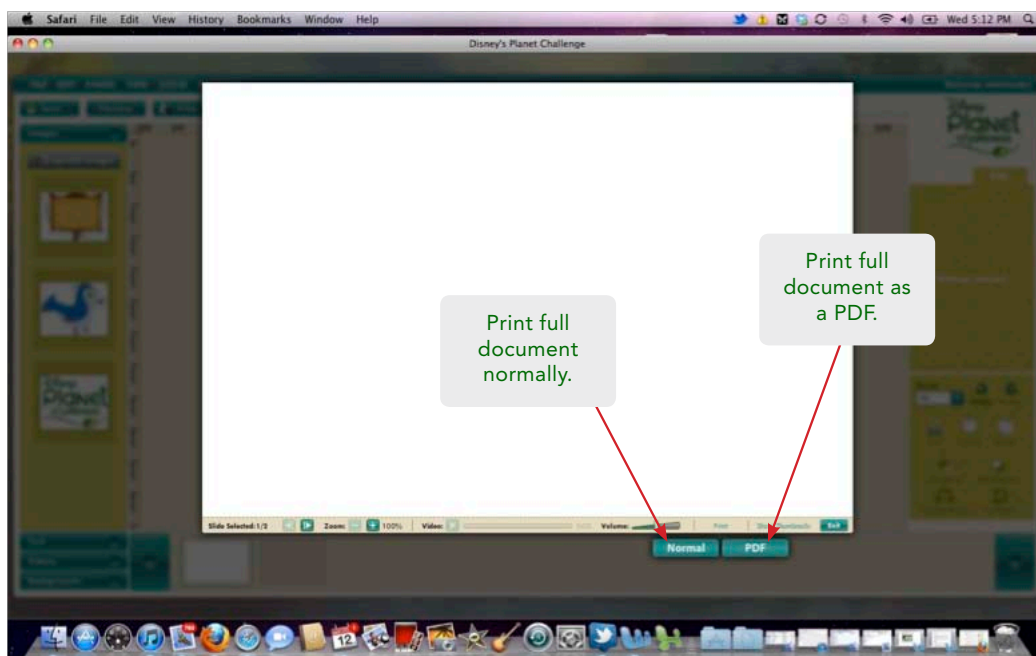


FIGURE 54