

## Creating an On-line Work Portfolio

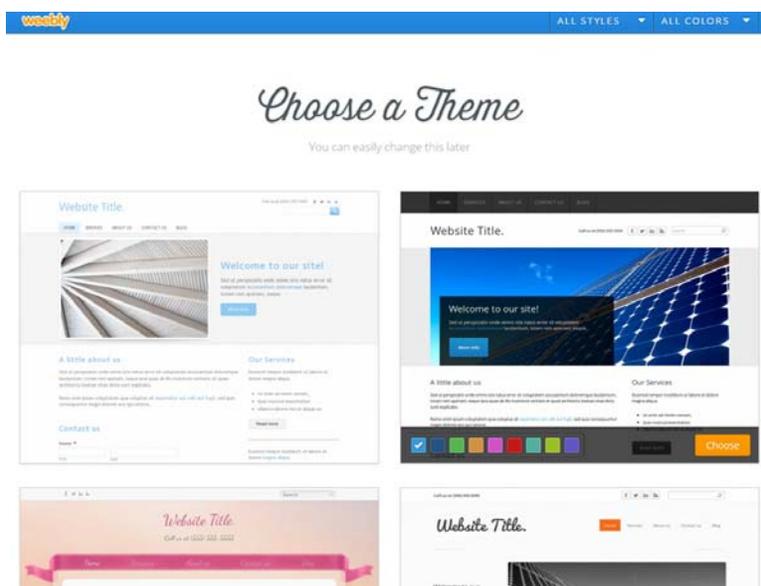
The way we look for jobs today is changing from what it was 15, 10 even only 5 years ago. Resumes (as well as cover letters) may not get you the job on their own. Of course, job seekers need them, but the bullet points and the few paragraphs can't tell your entire story. On the other hand, work portfolios allow you to add more to you case, such as showing your special skills, how you apply them, endorsements, achievements etc. Work portfolios tell the story of you, including where you came from and what you want to achieve professionally. However, apart from the obvious benefits, work portfolios are starting to become very common and it's advisable for every job seeker to build one in order to paint the whole picture. You will create a professional on-line portfolio that will help shape your professional brand and prove to potential employers that you are the candidate they should hire.

### Directions

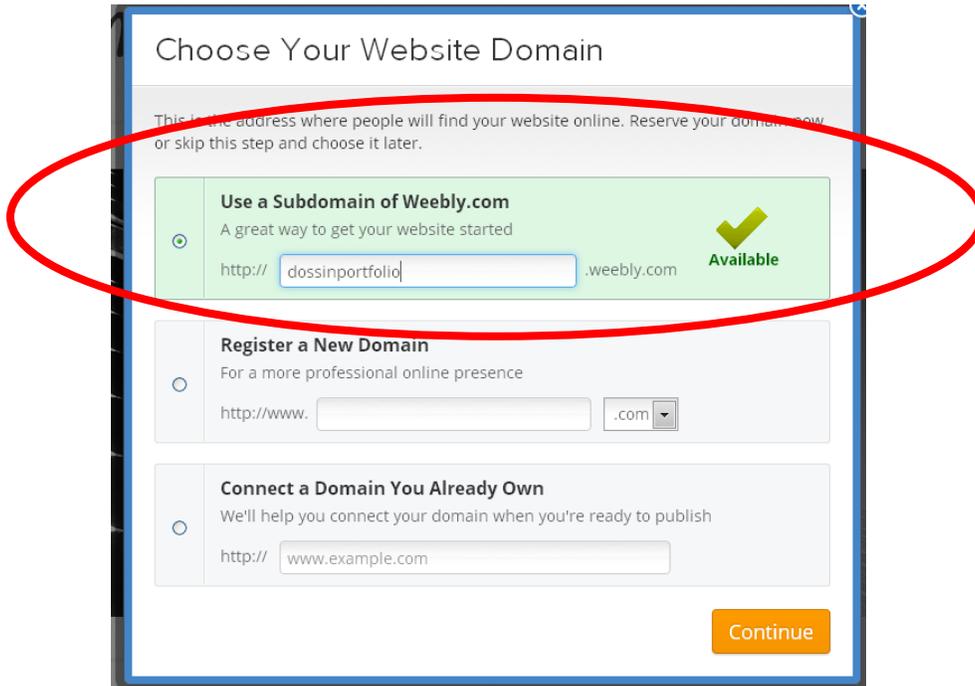
You will create your on-line portfolio using [www.weebly.com](http://www.weebly.com). This website allows you to create portfolio relatively easily as well as free. If you are aware of another on-line source and want to use that you are more than welcome to as long as it is approved by the teacher.

You will need to Sign-Up to create an account. Please provide a non-school email as if you forget your password later or need assistance your *@student.romeo* account does not allow emails from outside of school sources.

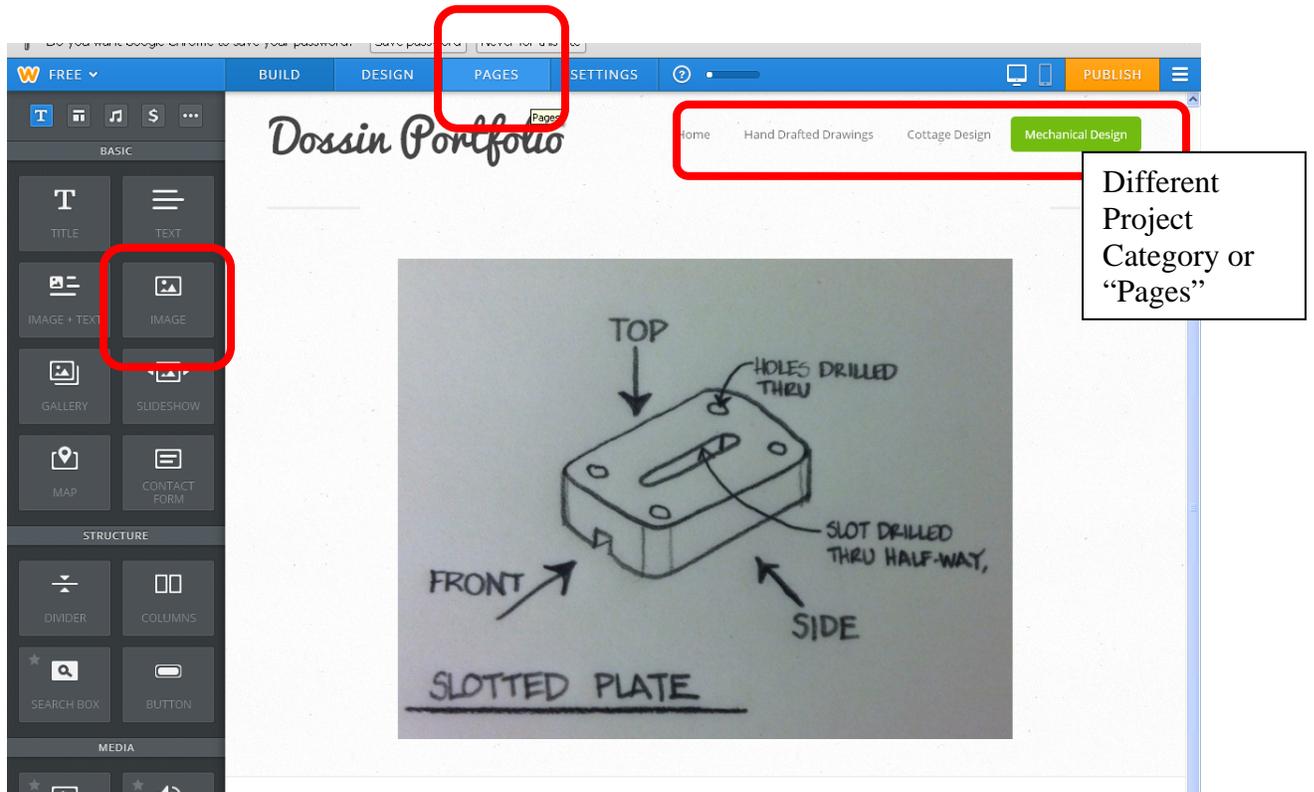
Once you create an account, weebly will walk you through on setting up a site. One of the first things it will ask you is to choose a theme. Select something that is professional and relates to the class. You can always change your theme later if you decide you don't like it.



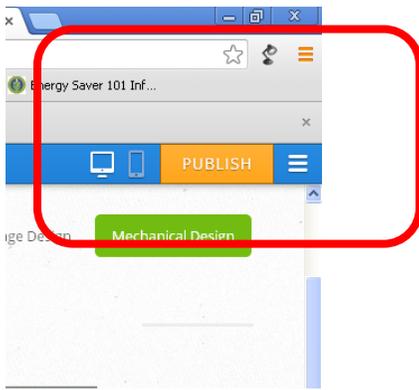
Select a domain name for your portfolio. Use the **Subdomain of weebly.com option** so you don't have to pay for anything. Name your website something professional that would relate to your work. **However, because you are a minor do not use your full name (or address or phone number) anywhere on the website.** Weebly will let you know if your name is available.



You can now begin to add projects, text and images to the website. You can add “pages” or sections to your portfolio by clicking on the Pages tab. You can add images of your projects to the pages by dragging the “image” button over, dropping it where you would like it and then uploading your .jpg file. You would do the same for Text and Titles. Take the time to experiment with the different options of placing items on to the pages.



Once you add some items to your portfolio click on the “Publish” button to save the work.



It may ask you some questions the 1<sup>st</sup> time you do this to verify you are human. Once you answer these a box will pop up as shown below and click on the link of your portfolio and it will take you to your published site.



After you have created your website, record your information in this short form.

[https://docs.google.com/forms/d/1XkwIi7LjoJuJzzE5-UAGY7aKmGQst5nHFL5W6YHLSXY/viewform?usp=send\\_form](https://docs.google.com/forms/d/1XkwIi7LjoJuJzzE5-UAGY7aKmGQst5nHFL5W6YHLSXY/viewform?usp=send_form)

A screenshot of a Google Form titled "2014-15 STUDENT PORTFOLIO LIST". The form contains several questions with input fields and radio button options. The questions are: "What is your full name?" (Example: Evva Dossin), "What is your weebly portfolio website url?" (Example: @dossin.weebly.com), "What class are you enrolled in?" (Options: Architectural Design I, Architectural Design II, Mechanical Design and Engineering I, Mechanical Design and Engineering II, Independent Study), "What email address did you use to set-up your portfolio website? (Remember @student.romeo could not be used)" (Example: @dossin@esample.com), and "What is the password for your weebly portfolio website?" (Note: This information will not be shared. It is only for recovery purposes if you forget your password). At the bottom, there is a "Submit" button and a note: "Never submit passwords through Google Forms". The footer includes "Powered by Google Forms" and "This form was created inside of Romeo Community Schools. Report Abuse - Terms of Service - Additional Terms".



## Turning a file into a .jpg

If you accidentally scanned in a drawing as a .pdf you will need to convert it.

This is an example of a file saved in .pdf format.

HPSC0575.pdf  
Adobe Acrobat Document  
2,271 KB

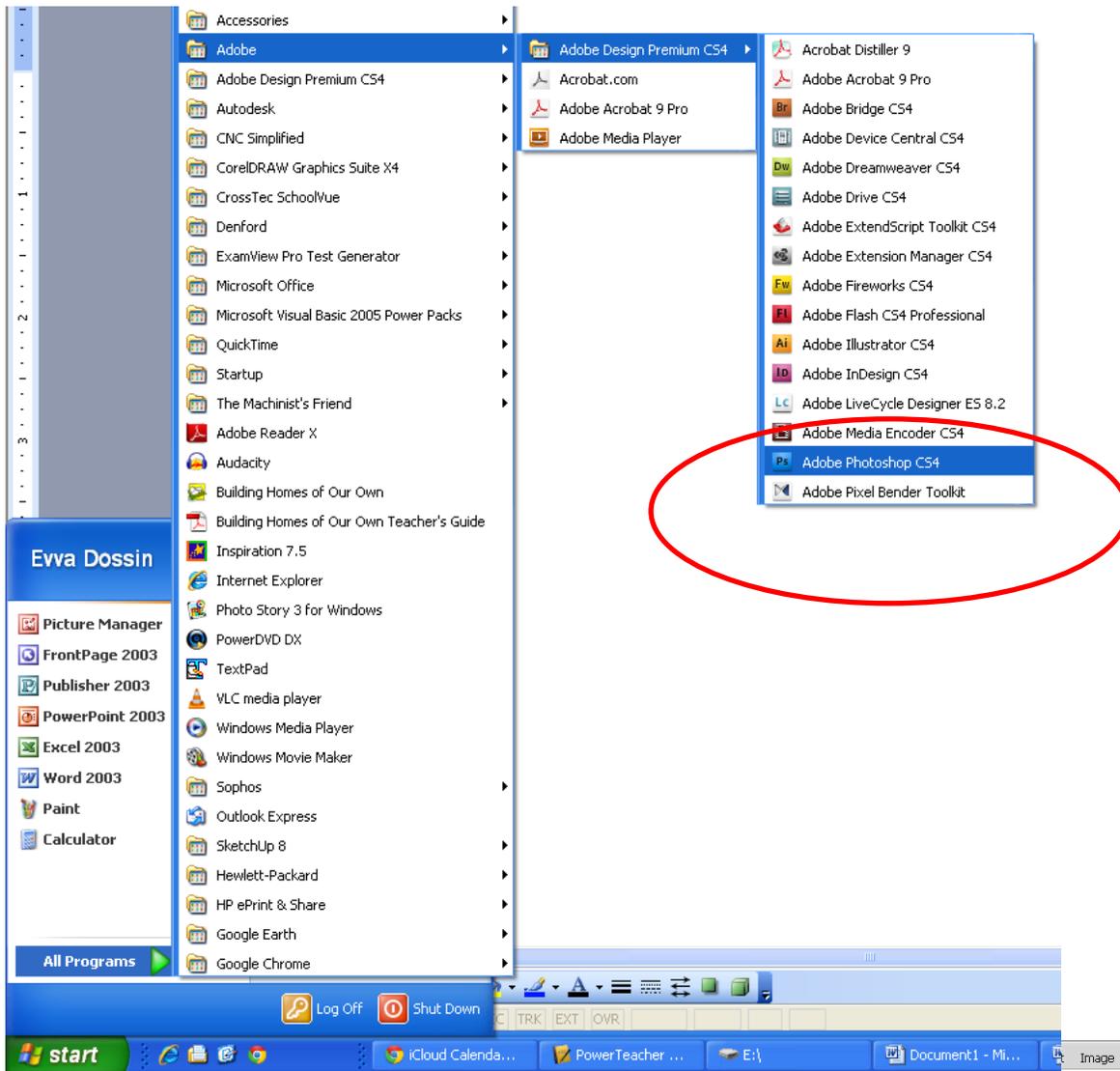
REITC ARCHITECTURE FIRM  
WASHINGTON, DC 20004  
(P) 386.759.0343 (F) 386.759.0432

ROSE RESIDENCE  
14111 W. 21ST N.  
DENVER, CO 80233

NO.	DESCRIPTION	DATE
001	CONCEPT	01/10/08
002	SCHEMATIC	02/10/08
003	PRELIMINARY	03/10/08
004	PERMITS	04/10/08
005	CONSTRUCTION	05/10/08
006	FINAL	06/10/08

And...  
CL

Open up **Adobe Photoshop** by going to the Start Menu, Adobe File, Adobe Design Premium CS4, then Adobe Photoshop.



Once you have **Photoshop** open, go to **File, Open**, and find your **.pdf** file and open it. A box will pop up titled, **Import PDF**, just click **OK**.

You will now have your pdf file open in Photoshop.

To convert it, simply go back up to **File, Save As**, select where you want the file saved to, and when you go to save it, make sure the file format says **JPEG**.



Your drawing is now a .JPG so it can be uploaded to weebly.

