

Creating an On-line Work Portfolio

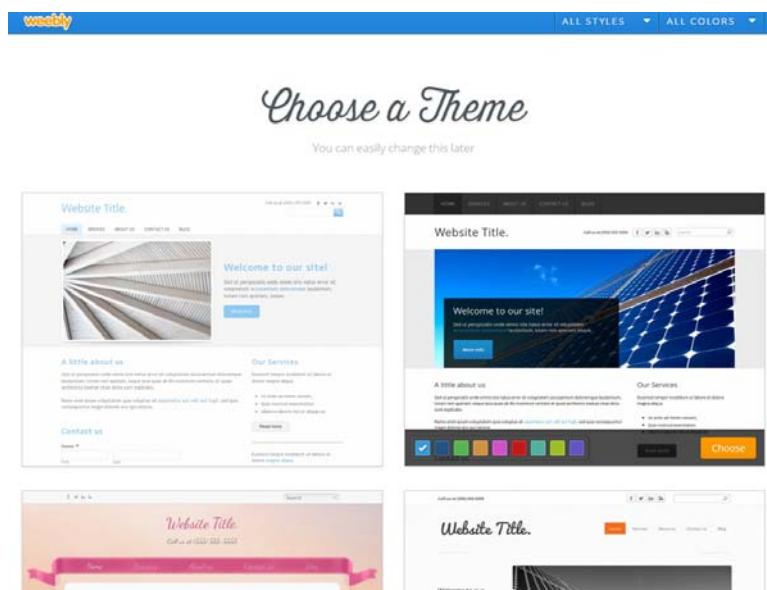
The way we look for jobs today is changing from what it was 15, 10 even only 5 years ago. Resumes (as well as cover letters) may not get you the job on their own. Of course, job seekers need them, but the bullet points and the few paragraphs can't tell your entire story. On the other hand, work portfolios allow you to add more to your 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

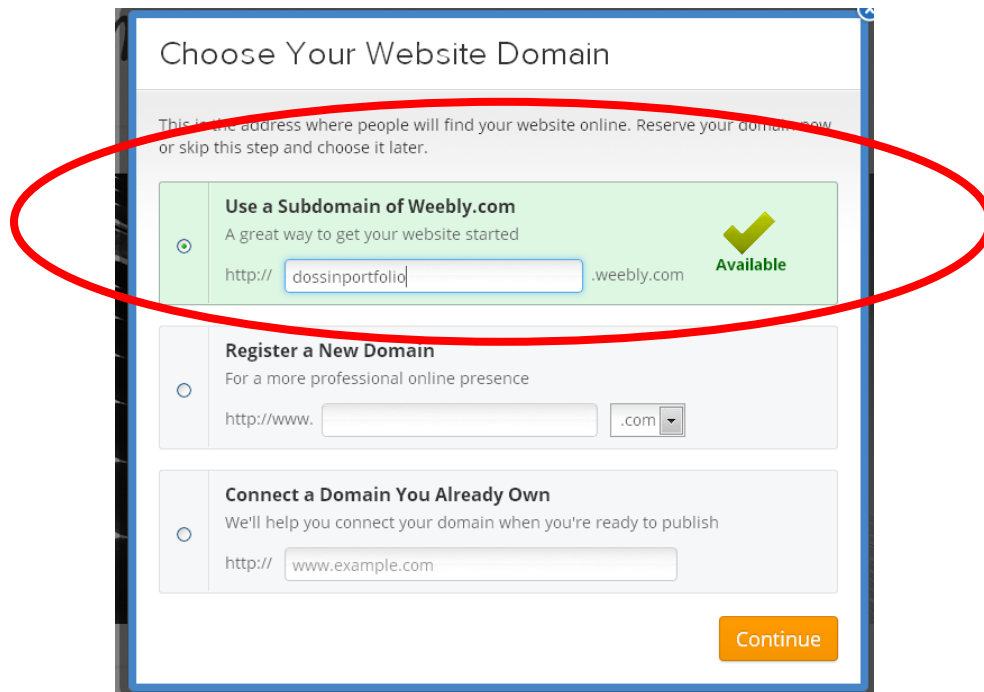
You will create your on-line portfolio using www.weebly.com. This website allows you to create portfolio relatively easily as well as free. If you are aware of another on-line source and want to use that you are more than welcome to as long as it is approved by the teacher.

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.



Choose Your Website Domain

This is the address where people will find your website online. Reserve your domain now or skip this step and choose it later.

Use a Subdomain of Weebly.com
A great way to get your website started

☒ http:// .weebly.com **Available**

Register a New Domain
For a more professional online presence

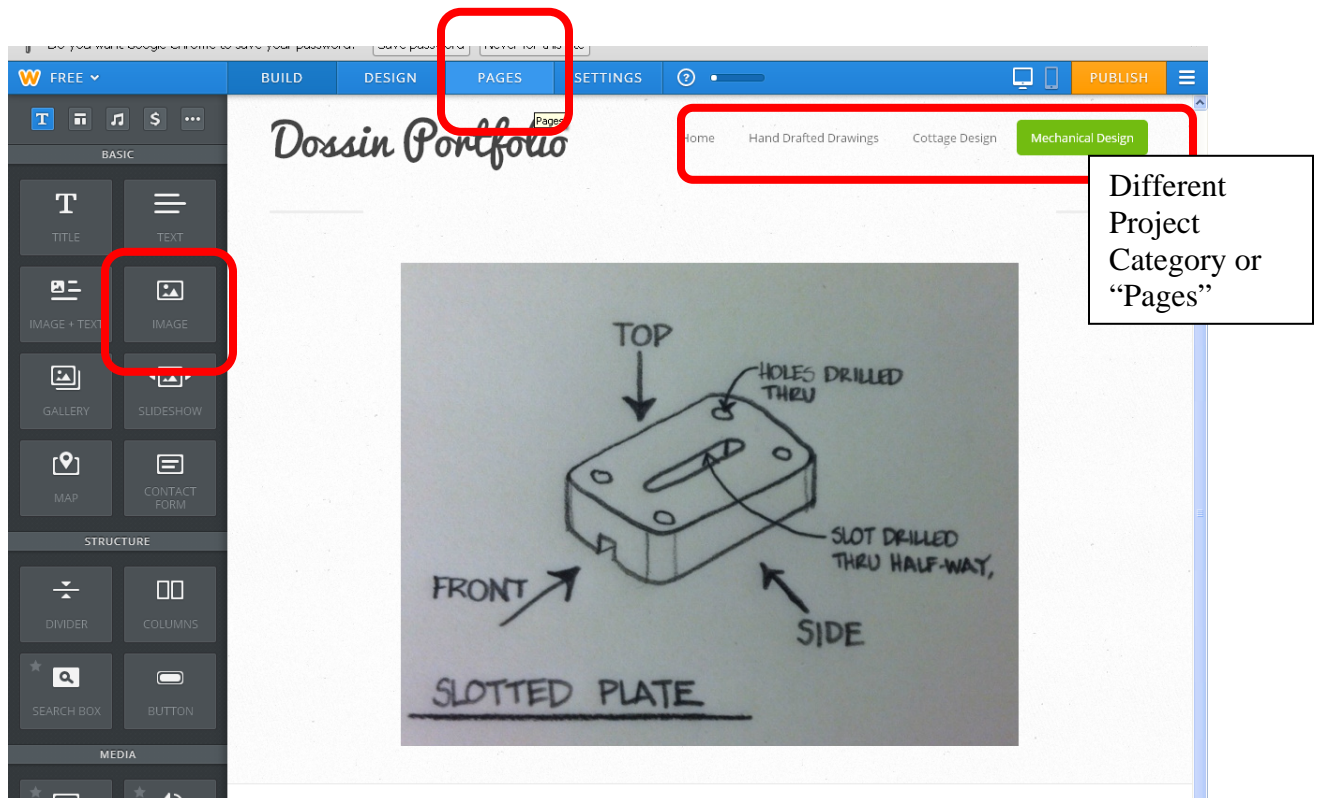
☐ http://www. .com

Connect a Domain You Already Own
We'll help you connect your domain when you're ready to publish

☐ http://

Continue

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.



W FREE BUILD DESIGN **PAGES** SETTINGS ? PUBLISH

Dossin Portfolio

Home Hand Drafted Drawings Cottage Design **Mechanical Design**

IMAGE

TOP

FRONT

SIDE

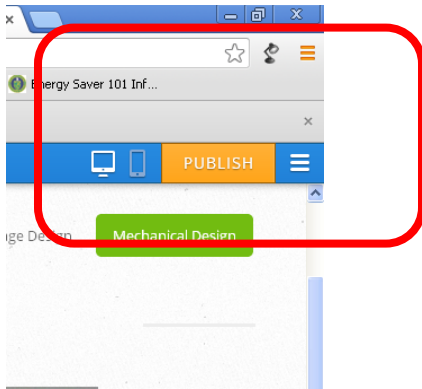
HOLES DRILLED THRU

SLOT DRILLED THRU HALF-WAY

SLOTTED PLATE

Different Project Category or “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 1st 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

2014-15 STUDENT PORTFOLIO LIST

* Required

What is your full name? *

Example: Eva Dossin

What is your weebly portfolio website url? *

Example: dossin.weebly.com

What class are you enrolled in? *

☐ 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 @studentromeo could not be used) *

Example: dossin@weebly.com

What is the password for your weebly portfolio website? *

This information will not be shared. It is only for recovery purposes if you forget your password.

Never submit passwords through Google Forms.

Powered by Google Forms

This form was created inside of Romeo Community Schools.

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Adding Pictures to Weebly

To put pictures into your weebly portfolio they must be in **.jpg** format. Any hand drafted work scanned in should be scanned in as a jpg.

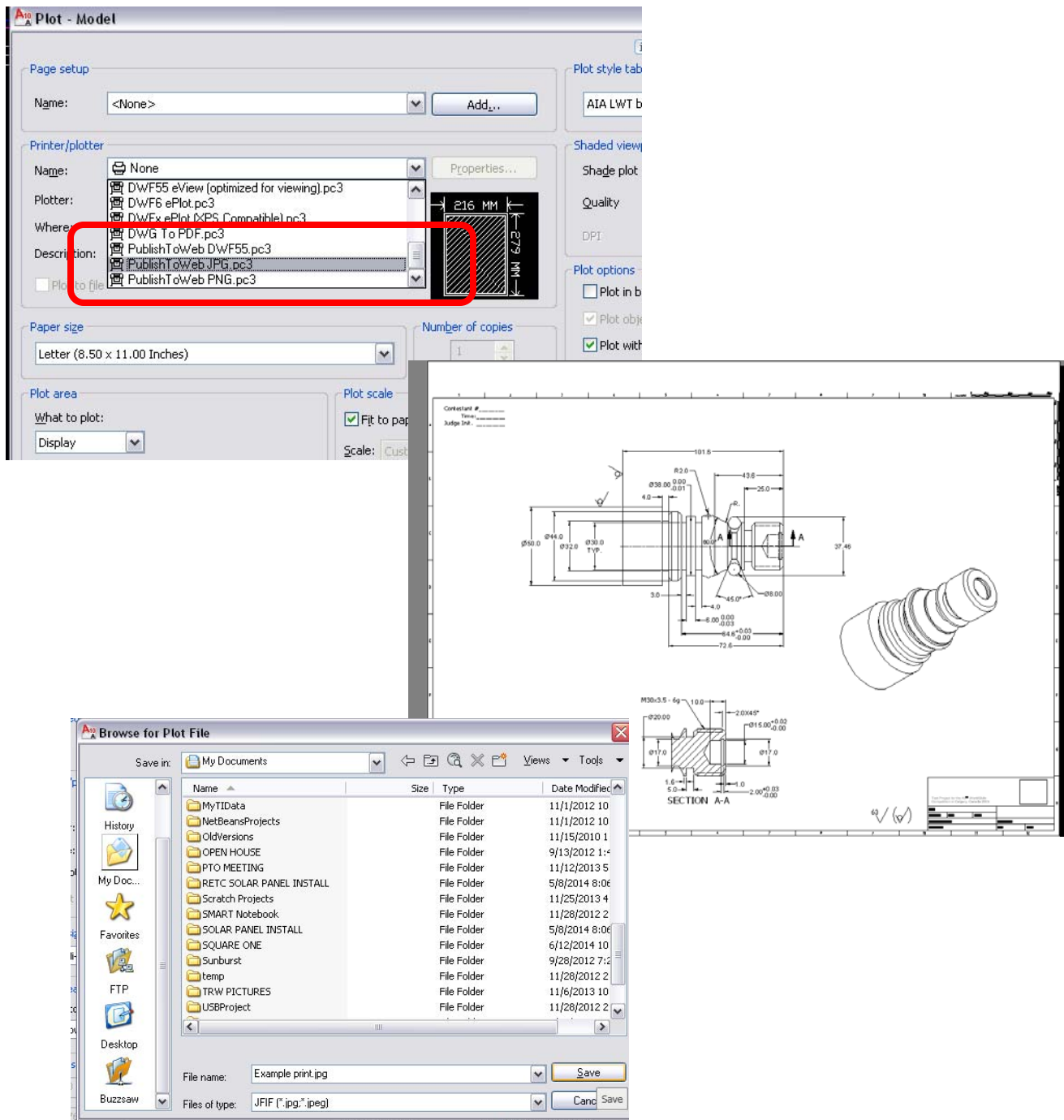
Work from AutoCAD

To “print” AutoCAD drawings as jpeg images to place to your portfolio.

Type in **PLOT** in the command prompt. In the Plot Box select the **PublishToWebJPG.pc3** printer/plotter. And use the Default paper size Sun Hi-Res (1600x1280 pixels).

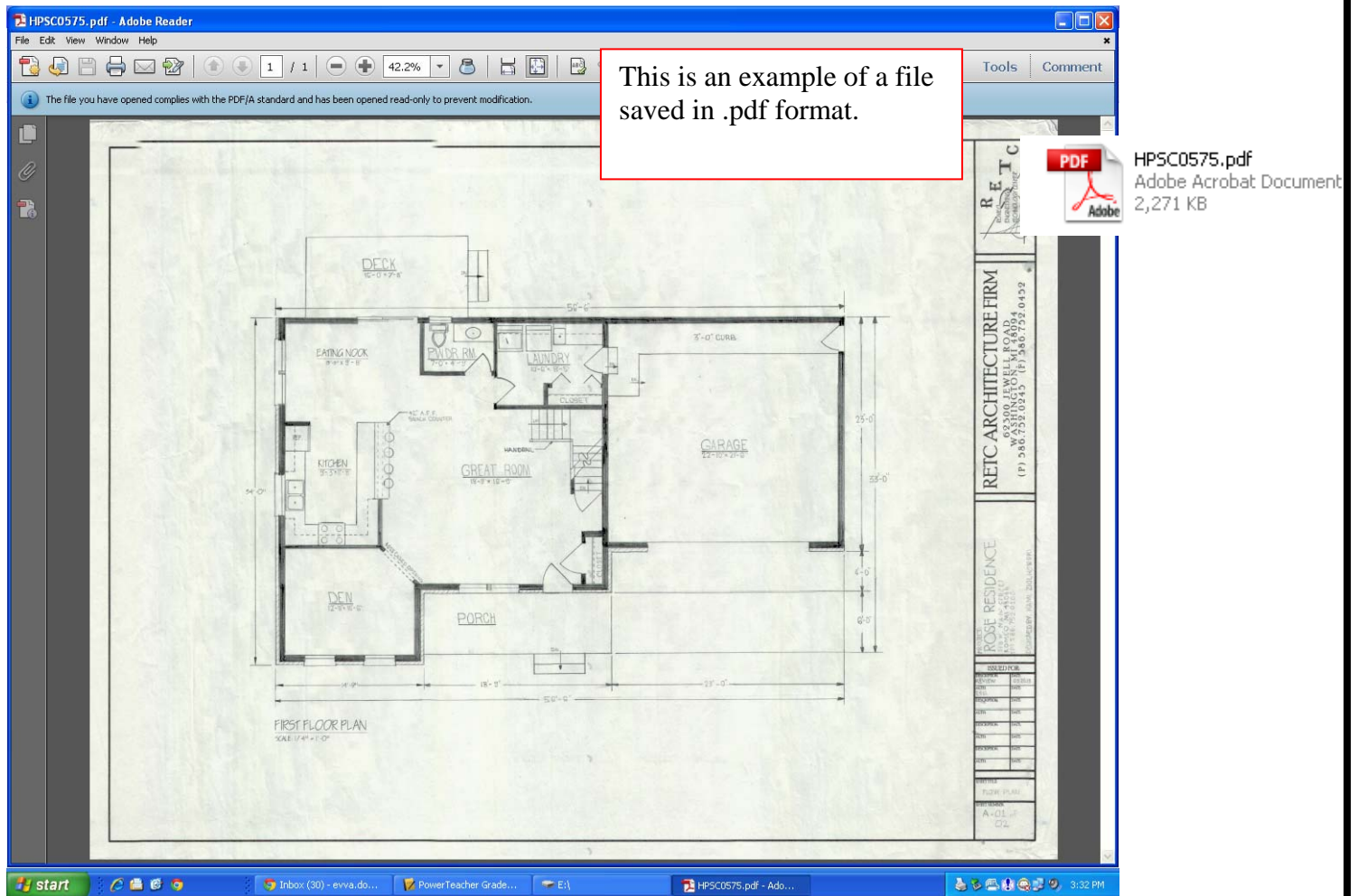
Plot like you normally would, selecting the **window** for your plot area, centering it and previewing it to make sure the lines are black and white.

When it “plots” your drawing, instead of your drawing coming out of a printer a box will pop up asking you where you want to save your jpeg image. Save it in your classroom folder so you can easily find it.

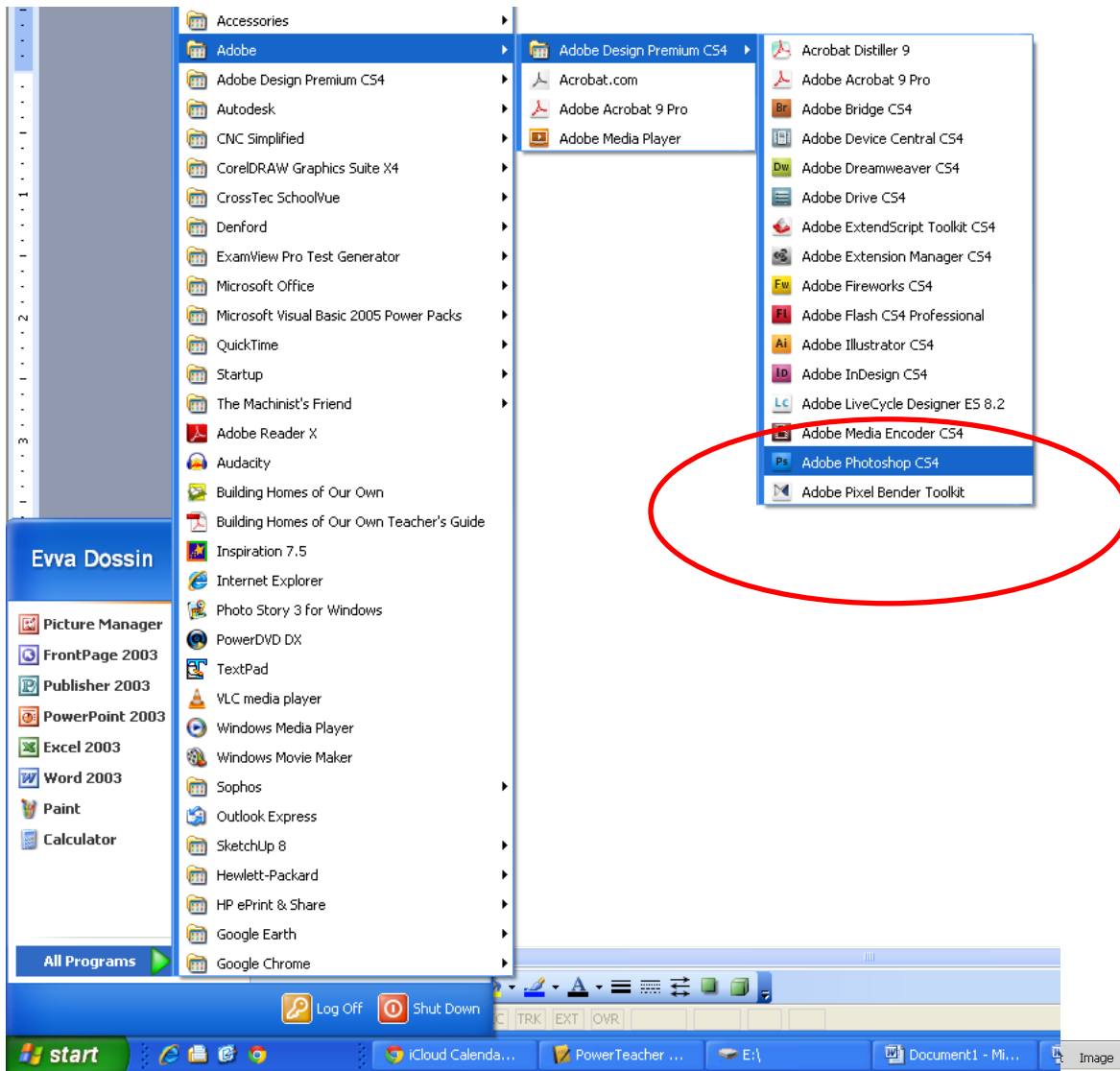


Turning a file into a .jpg

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



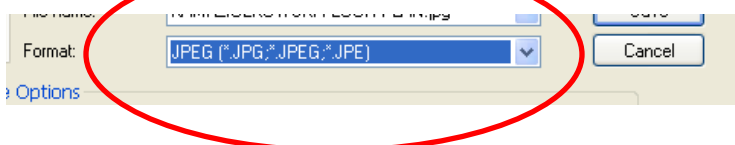
Open up **Adobe Photoshop** by going to the Start Menu, Adobe File, Adobe Design Premium CS4, then Adobe Photoshop.



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.

