



Create your own PDF Portfolio

Acrobat Answers

With Acrobat 9, create compelling, rich, interactive PDF Portfolios that let you convey information clearly and in a format that engages your audience.

1. From the Task Bar, click the Combine Task Button, and select Assemble Files into a Portfolio to open a new, empty PDF Portfolio.
2. Open your file directory and navigate to the files you wish to place into the Portfolio. Select your files, and drag them on top of the PDF Portfolio. The files now appear in the PDF Portfolio.
3. Now that you've added your files, you can modify the PDF Portfolio appearance by selecting one of the available layouts and options available in the Edit Portfolio panel located on the right side of the window.
4. Firstly you can apply a different layout to the PDF Portfolio. If it's not already selected, select Choose a Layout. Under Basic Layouts, note the variety of layouts you can choose from.
5. Select and highlight the first file in the sliding row. Notice that when you hover over the area below the file name, the words Add Description appear. Click in this area and add a description to the file.
6. Select Add Welcome & Header to add an eye-catching or introductory Welcome Page that could include Flash content, text, a logo, or text and a logo. You can also add a Header with your company's logo, colours, etc. that always appears at the top of your PDF Portfolio.
7. Select Welcome Page and click down through each option until you get to Image & Text. Click "Add Image" and browse to your own images to place your logo. Next, click "Add Text" and write some introductory text to the recipient of your portfolio much like the e-mail message you would have written if sending files as e-mail attachments. When finished, click Done.
8. Next, click Header, and then click down through each option until you reach Logo & Structured Text. Note that a header area appears at the top of the main window. Click Add a title, and type in the words for your document title and centre it. In the three areas on the right, add your name, e-mail address, and a URL.
9. Now you can specify a color scheme. Choose Select a Color Scheme and choose from the many available color schemes.
10. Once you've selected a color scheme, click Specify File Details to choose which columns you'll make visible in the List View, including the Name, Description, and Modified date, and file Size.

Choose Save, save your portfolio on your computer, and then choose File > Exit.

