

How to Create a Portfolio Like This One

It's easy to create a PDF Portfolio. You can add files and folders, edit filenames, and write descriptions. Use the Edit Portfolio pane to customize the layout, welcome page, header, and color scheme. You can also customize the File Details view with columns that you choose or create yourself.

1 Create your Portfolio and add files

Create a PDF Portfolio

Choose File > Create PDF Portfolio.

Add files to a PDF Portfolio

From an open PDF Portfolio, do one of the following:

- Choose File > Modify PDF Portfolio > Add Files, and select one or more files.
- Choose File > Modify PDF Portfolio > Add Existing Folder, and select a folder.
- On the desktop or from a folder, drag any files or folders into the PDF Portfolio work area.

Create a folder in a PDF Portfolio

Choose File > Modify PDF Portfolio > Create New Folder.

Remove files and folders from a PDF Portfolio

Select one or more files or folders in the PDF Portfolio and press Delete.

If you delete a folder, all of the files within it are deleted from the PDF Portfolio.

2 Customize your Portfolio

Choose a layout

- 1 From an open PDF Portfolio, choose File > Modify PDF Portfolio > Edit Portfolio.
- 2 In the Edit Portfolio pane, select Choose A Layout.
- 3 If necessary, choose a category from the pop-up menu.
- 4 Click the layout you want.

Add a welcome page and header

- 1 Choose File > Modify PDF Portfolio > Edit Portfolio.
- 2 In the Edit Portfolio pane, choose Add Welcome & Header.
- 3 Select either Welcome Page or Header, and then select a template from the list.
- 4 Click in the boxes to add content.
- 5 As needed, select a text or image box and specify size, background color, and other properties.

Select a color scheme

- 1 Choose File > Modify PDF Portfolio > Edit Portfolio.
- 2 In the Edit Portfolio pane, choose Select A Color Scheme.
- 3 Click the color buttons to preview color schemes, or click Customize Color Scheme and specify the colors.

3 Add details about your files

Specify file details

The File Details view lists PDF Portfolio component files in table format, with columns such as file descriptions, size, and modification dates. You can customize the columns that appear in the File Details view.

- 1 Choose File > Modify PDF Portfolio > Edit Portfolio.
- 2 In the Edit Portfolio pane, choose Specify File Details.
- 3 Do any of the following under Specify File Details:
 - To show or hide a column in the list, select or deselect it.
 - To add a column, type the name in the Add A Column box, select a data type from the menu, and click the Add button.
 - To delete a column, select it and click the Delete button. You cannot delete preset columns.
 - To change the order of a column, select it and click the up or down arrow.
 - To specify the order in which files appear when the PDF Portfolio is initially opened, select a column name from the Initial Sort menu. Then click the button for ascending or descending order. Initial Sort affects Home view as well as File Details view. To create a custom sort order, add a new column, specify a data type, and enter a value for each document. (For example, create a column named My Sort and specify Number as the data type. Then enter 1 for the first document, 2 for the second, and so on.) You can then specify this as the Initial Sort order.