



Optimal Portfolio Help

Optimal 2.0 edition

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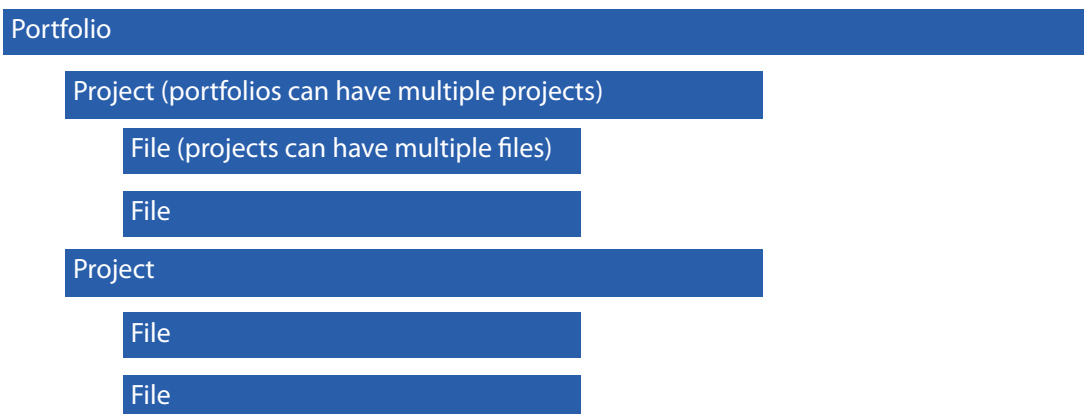
Getting Started

➤ Supported File Types

The portfolio builder allows you to upload and organize files to present to potential employers. The following file types are compatible with this program:

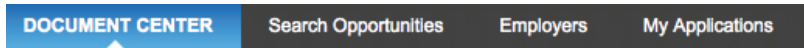
- Microsoft Word 2003 and 2007 Documents (.doc and .docx)
- Microsoft Excel 2003 and 2007 Documents (.xls and .xlsx)
- Microsoft PowerPoint 2003 and 2007 Presentations (.ppt and .pptx)
- Portable Document Format (.pdf)
- WinZip Files (.zip)
- Plain Text Documents (.txt)
- Rich Text Format (.rtf)
- JPEG Images (.jpg)
- GIF Images (.gif)
- TIFF Images (.tiff)
- Portable Network Graphics (.png)
- Encapsulated PostScript Files (.eps)
- Bitmap Images (.bmp)
- ICO Files (.ico)
- WAV Files (.wav)
- MP3 Files (.mp3)
- AVI Files (.avi)
- MPEG Files (.mpeg)
- MOV Files (.mov)
- Adobe Photoshop Files (.psd)
- Adobe PostScript Files (.ps)
- Adobe Illustrator Artwork Files (.ai)

➤ Portfolio Organization



Getting Started

➤ Creating a New Portfolio



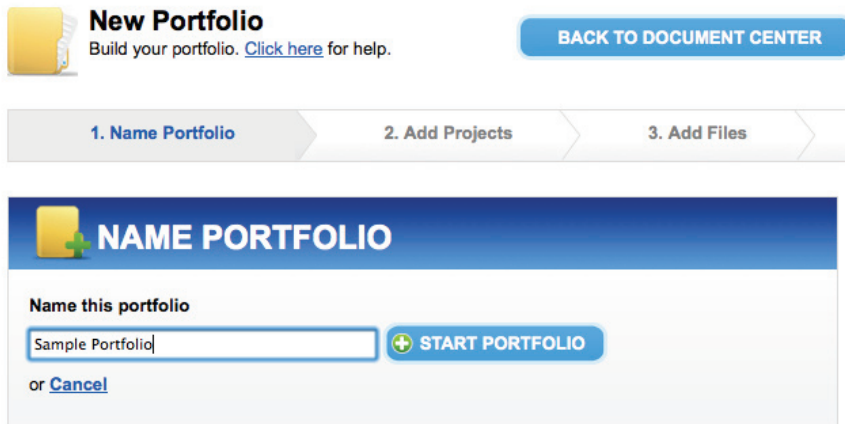
You are in the Document Center

Create a new document or manage your existing documents. [Need Help?](#)

To begin working on your new portfolio, click the Create New Portfolio button. On the following page, you will be asked to enter a name for your portfolio.



➤ Naming a New Portfolio



Names can include any combination of letters, numbers, and spaces. If applicable, select the primary language of your resume. When finished, click Start Portfolio.

Projects

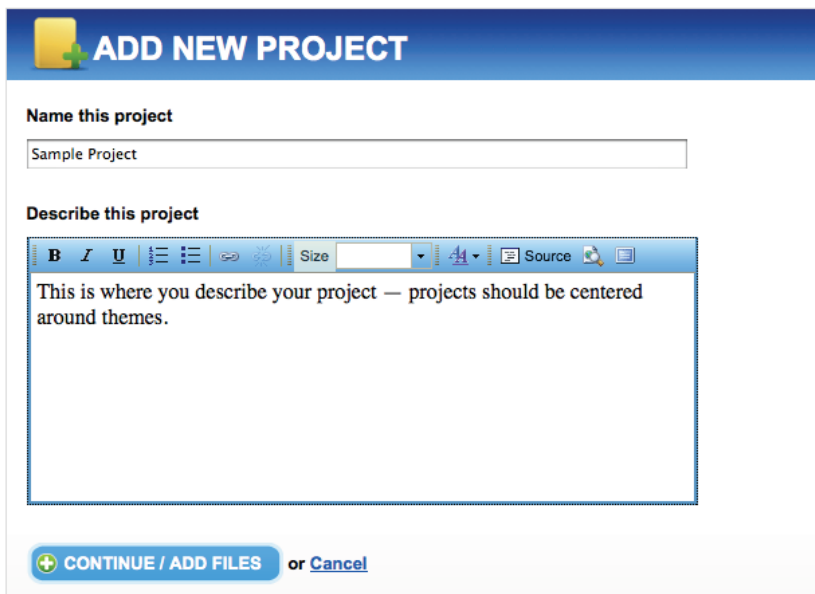
➤ What is a project?

Portfolios are organized in projects — groups of files that are presented together in the portfolio. Projects can be based on anything you want, but here are some examples:

- Create projects based on individual assignments, and group files that are related to each assignment.
- Organize your portfolio chronologically, and have projects for every week, month, or year.
- Have a theme for every project, such as landscapes, business presentations, or digital art.

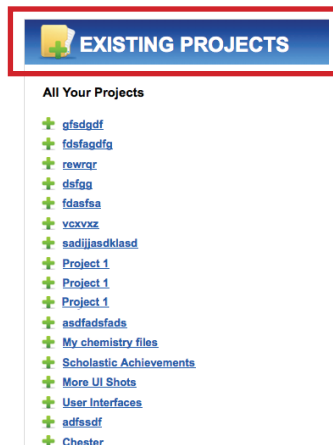
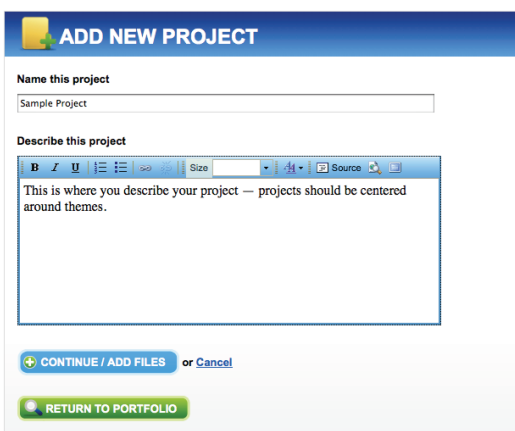
You must have at least one project in a portfolio, but you can add additional projects based on your needs.

➤ Adding New Projects



To create a new project, enter a name and description in the correct fields. Entering a description helps your audience understand the purpose and organization of your individual projects. When you're ready to move on, click Continue/Add Files.

➤ Adding Existing Projects



If you have other portfolios already created, you will also have the option of adding projects created for other portfolios. This is a great feature if you don't want to upload the same files over and over again. Simply click on your desired project under the Add Existing Project box.

Projects

Project Tools

DISPLAY TEST ADD PROJECT




Image test

Image test

this is the content for the image display test thingy

+ Add Files ⚙ Edit Project ✖ Delete Project

All (3) Images (3) Documents (0) Videos (0) Audio Files (0) Hyperlinks (0)

	File Name	Description	Requirements	Action
<input type="checkbox"/>	 david screenshot	n/a	n/a	<a>Download <a>View <a>Edit
<input type="checkbox"/>	 Michal and his dog	n/a	n/a	<a>Download <a>View <a>Edit
<input type="checkbox"/>	 Screenshot 1	Optimal 2.0 screenshot	n/a	<a>Download <a>View <a>Edit

✖ DELETE SELECTED

Add Files – add more files to your project (see page 6 for a more detailed description)

Edit Project – change the project name and description

Delete Project – delete the entire project and all the files within

All – view all files within the project

Images – view only the image files within the project

Documents – view only the document files (.doc, .pdf, etc.) within the project

Video – view only the video files within the project

Audio Files – view only the audio (sound) files within the project

Hyperlinks – view only the links within the project

Download – download a specific file within the project

View – view a specific file within the project

Edit – edit the name, description and viewing requirements of a file within the project

Image Displays

Image test + Add Files ⚙ Edit Project ✖ Delete Project

this is the content for the image display test thingy

All (3) Images (3) Documents (0) Videos (0) Audio Files (0) Hyperlinks (0)

List Display Grid Display Mosaic Display

List Display – lists all your files in list mode

Grid Display – displays all images in a grid; click on image to view a larger version

Mosaic Display – displays thumbnails of all images; select an image to view a larger version

Files

Once you've named a project or selected an existing project, you will be brought to the Add Files page. To identify your files, be sure to enter a title for every file you add. When you're done uploading and describing your new file, click Save File to save your work.

1. Name Portfolio 2. Add Projects

SAMPLE PROJECT

Add File

Upload File Link to Website

Browse...

Name this file

Describe this file

Special viewing requirements

SAVE FILE or Cancel

➤ Uploading a File

To upload a file, click Browse and search for your file. Note that each portfolio has a 200 megabyte size limit, so when you reach the maximum limit, you will need to create a new portfolio to add new files.

➤ File Description

Once you've entered a file title and location, you also have the option of entering a file description and viewing requirements.

A file description appears next to your file in the finished portfolio and can be used to introduce a file and the context in which it was created. If available, click on the Examples button next to the file description field to see examples of what other people might use in their portfolios. You may even be able to add a specific example to your description by clicking the Add Example button next to an example.

➤ Viewing Requirements

Special Viewing Requirements are useful if you have an unusual file type, or if your audience has an older computer. For example, you could say that readers need a specific version of a program to view your file. Using viewing requirements helps avoid confusion.

play Test
your portfolio
Space: 200.0 MB | Space Used: 73.4 MB | Available: 126.6 MB

Logged in as: John A. Smith

Delete Review Center Save as Zip Preview Switch Portfolios

SPLAY TEST ADD PROJECT

je test
content for the image display test thingy

Add Files Edit Project Delete Project

Images (3) Documents (0) Videos (0) Audio Files (0) Hyperlinks (0) List Display Grid Display Mosaic Display

File Name	Description	Requirements	Action
david screenshot	n/a	n/a	Download View Edit
Michal and his dog	n/a	n/a	Download View Edit
Screenshot 1	Optimal 2.0 screenshot	n/a	Download View Edit

1 ITEM SELECTED

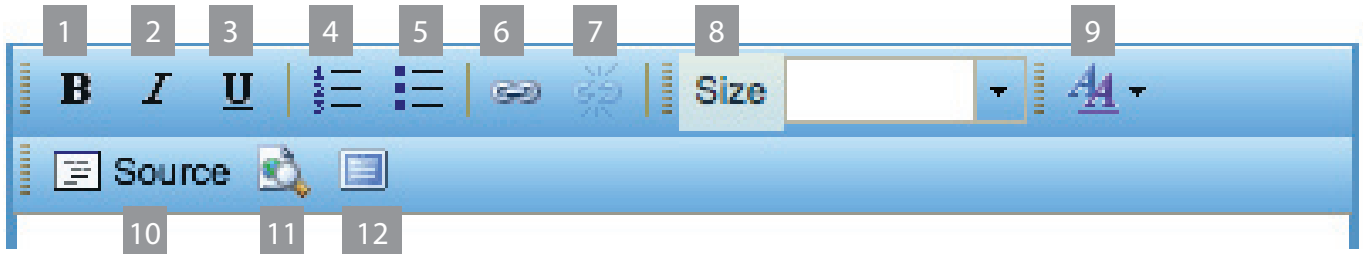
➤ Adding Additional Files

After you add a file, you will be taken to the project screen. To add additional files to a project, click the Add Files button. Doing so will open the Add File window from above.

Tools

➤ Editing Tools

You will add descriptions of your files and projects using text editors like the ones below. There are tools built into the editor to help you customize the appearance of the content:



1. **Bold** – bolds highlighted text
2. **Italic** – italicizes highlighted text
3. **Underline** – underlines highlighted text
4. **Numbering** - adds a numbered list
5. **Bullets** – adds a bulleted list
6. **Link** – inserts or changes a hyperlink to another website
7. **Unlink** – removes a hyperlink to another website
8. **Size** – change the size of text within the editor
9. **Text Color** – change text to a color selected from the palette
10. **Source** – allows you to format text using HTML code
11. **Preview** – preview how your text will look before saving it
12. **Maximize the Editor** - enlarges the editor to full-screen size; click the button again to return to normal editing

Document Toolbar

 **Display Test**
Manage your portfolio
Total Space: 200.0 MB | Space Used: 73.4 MB | Available: 126.6 MB

Logged in as:
John A. Smith



Rename – change the name of your portfolio

Delete – delete the portfolio

Review Center (if available) – Allows you to send your portfolio to a career counselor. Select your counselor from the drop-down menu, and include a message if desired.

Save as Zip – allows you to download all of the files in your portfolio as a single .zip file.

Preview – preview your portfolio as it will appear online

Switch Portfolios – Clicking this button shows all of the portfolios you have created so far in the Document Center. Click on a portfolio's name to edit that document.

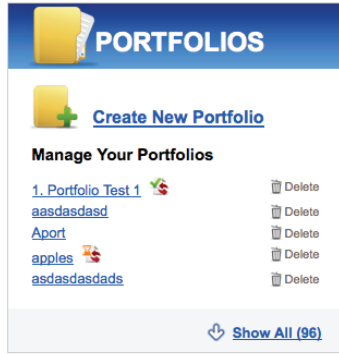
Post-production Tools

➤ Editing your Portfolio

DOCUMENT CENTER Search Opportunities Employers My Applications

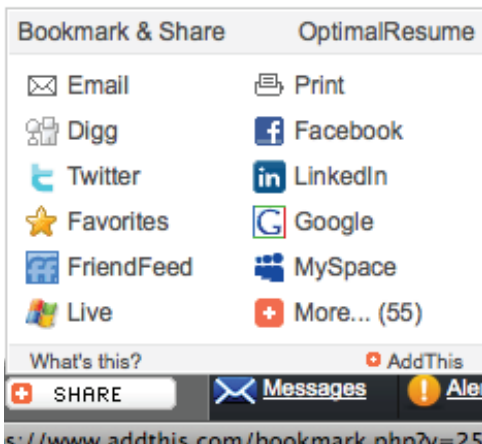
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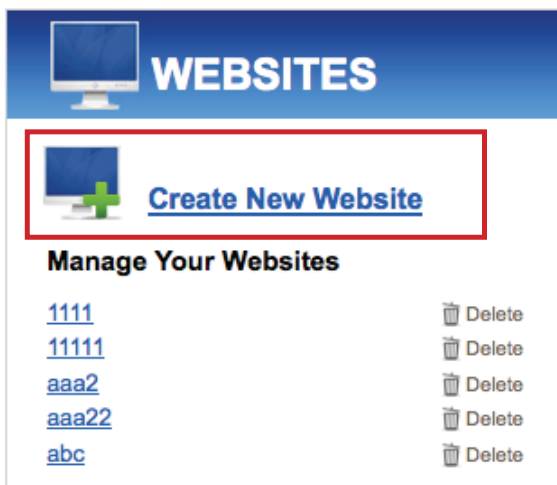


To edit a portfolio at a later time, click the portfolio's name in the Document Center. This will bring you back to the editing page where you can save new changes to your document.

➤ Sharing your Portfolio



Use the Share Button within the taskbar to easily share your portfolio with your network. Choose from a variety of different social media sites, search engines, e-mail, etc.



We recommend that you add a portfolio to your resume website in order to easily share your letter online with employers. If you haven't already, create a website in the Website Builder and select your desired letter from the list of available portfolios. For more information, refer to the Website Builder help.