

## Electronic Portfolio

Create a folder named Electronic Portfolio with your initials. [Electronic Portfolio DZ]

- This folder will contain your main documentation.
- Create a document titled Table of Contents that lists all the competencies
- Use Adobe Acrobat so your final copy will be a PDF file
- You will be adding project names (in place of page numbers) to the Table of Contents during the academic year.
- You will also place all project folders inside this main folder

As you complete a project, all documentation should be put in a project folder. It should contain the following files:

- Project in application format (InDesign, Illustrator, PhotoShop, Flexisign, etc.)
- Project in generic format (PDF, jpeg, html, etc.)
- Explanation document for your project covering which competencies you met and how you met them
- If your project required more than one file (thumbnail, comp, production piece) include all files in the project folder
- Any hand drawn thumbnails or artwork will need to be scanned as jpegs and included in the folder.
- Any copyrighted materials you used in creating artwork needs to be included as a file an notated as to source. You may not use copyrighted artwork in your final project without including symbols appropriately © ® ™

### Note:

If you create your documents in Adobe Acrobat instead of Word, you will not have a .doc file in your folder.

### Example of folder/file hierarchy:

