PORTFOLIO TOOLS: ARTIFACTS

Instructional Technology Center

Portfolio Tools: Artifacts

Table of Contents

Table of Contents ***2***

Introduction ***3***

Artifacts in a Portfolio **3**

Which File Format to Choose **3**

Displaying Artifacts Created in a Word Processor ***3***

Converting a Word Document to a Web Page **3**

Create Multiple Web Pages from Multiple Word Documents **4**

Converting a Word Document into a PDF Document **4**

Converting Other Types of Files to PDF Documents **4**

Displaying Artifacts Created by Others ***5***

Scanning Drawings, Pictures, Handwritten Notes and Annotated Documents **5**

Scanning Word Processed Documents **6**

Introduction

Artifacts in a Portfolio

An artifact is evidence that indicates the attainment of knowledge and skills and the ability to apply understandings to complex tasks. As most portfolios are created for review in a Web-based environment, it is important that the artifacts you present as evidence will display efficiently in a Web browser.

The 3 most efficient types of file formats for display in a Web browser when presenting portfolio evidence are Web pages (.html) , PDF documents (.PDF) and JPEG pictures (.JPG). These file formats are generally supported by every type of Web browser and in most cased do not require a browser plug-in.

Which File Format to Choose

	HTML	PDF	JPG
Word Processed Documents	X When formatting is not important.	X When you wish to retain original format.	
Files from Other Applications		X	
PowerPoint Files		X	
Documents Created by Others		X	
Drawings/Photographs			X

Displaying Artifacts Created in a Word Processor

Documents that you have created in Microsoft Word or a similar word processor can best be displayed if converted to a Web page/HTML document (Hypertext Mark-up Language) or converted to a PDF document (Portable Document Format.)

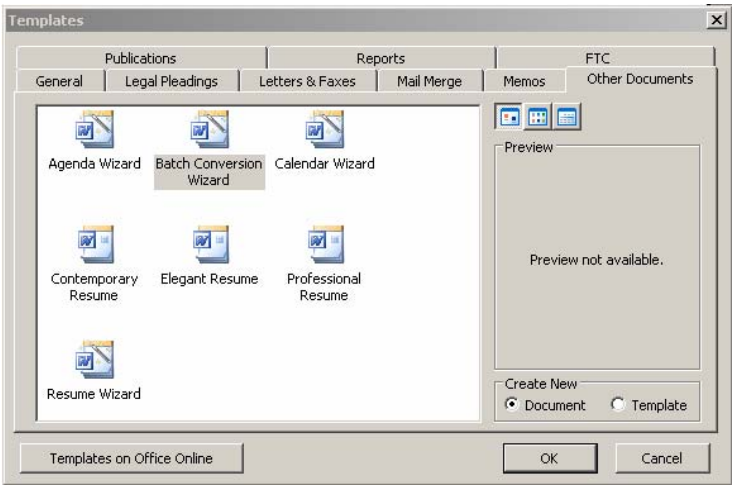
Converting a Word Document to a Web Page

1. On the File menu, click New.
2. In the New Document task pane, click From existing document.
3. Select the document that you want to base your Web page on, and then click Create New.

Note The existing document does not need to be a Web page. To create the new Web page, click Save as Web Page on the File menu.

Create Multiple Web Pages from Multiple Word Documents

Place the documents you want to convert in a single folder.



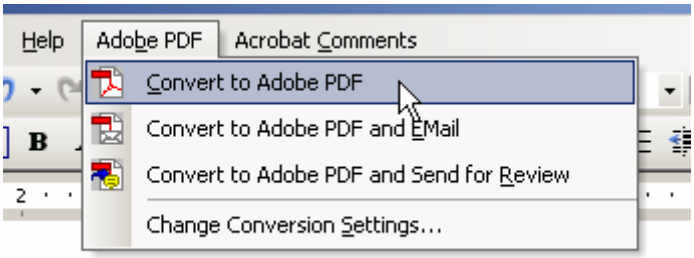
1. On the File menu, click New.
2. In the New Document task pane, under Templates, click On my computer.
3. Click the Other Documents tab.
4. Double-click Batch Conversion Wizard.

   Note If you do not see Batch Conversion Wizard in the Templates dialog box, you may need to install it.

5. Follow the directions on the screen

Converting a Word Document into a PDF Document

To convert a Word document into a PDF document requires a PDF making application. Within the ITC, we use Adobe Acrobat.



1. Open the file to be converted in Word.
2. Choose Adobe PDF from the menu and select Convert to Adobe PDF.
3. Choose where you will save the document in the file drop down box, and name the PDF file.

Converting Other Types of Files to PDF Documents

Almost any document that can be printed can be converted into a PDF document using Adobe Acrobat.

1. Open the file that you want to convert to an Adobe PDF file in its application, and choose File > Print.
2. Choose Adobe PDF from the list of printers.

3. Fro the Print dialog box, click OK.

Note: By default, your Adobe PDF file will be saved with the same filename and a .PDF extension in the same folder as the source file.

Displaying Artifacts Created by Others

There are times when you may wish to display work created by others as portfolio evidence. For example, you may want to include a Letter of Reference, an example of a student's work from your student teaching experience or photograph of you performing a certain task or skill. When you do not have the original file from which the artifact was created then the best solution to displaying it in your portfolio is to scan the document.

- Drawings, pictures and hand written notes and annotated documents should be converted to JPG files using the scanner.
- Letters and word-processed documents that are created by others should be converted to PDF files using the scanner.

In room 204 of the ITC, we have Epson Scanners for your use.

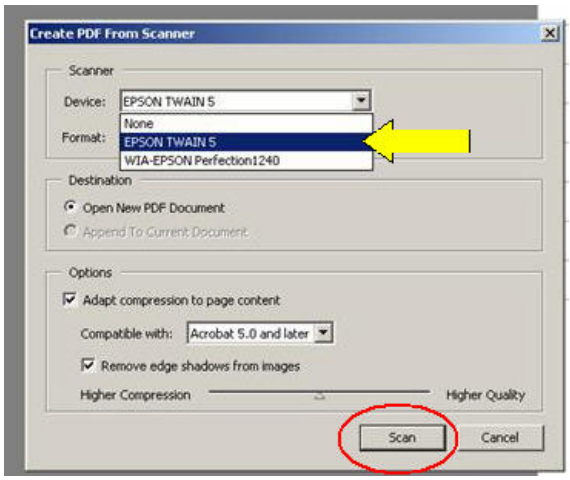
Scanning Drawings, Pictures, Handwritten Notes and Annotated Documents

1. Place your document face-down in the upper, right-hand corner of the scanner glass.
2. From Windows go to Start > Programs > Accessories > Scanner & Camera Wizard.
3. Click Next
4. In the Choose Scanning Preferences window, choose whether you wish to scan a picture or text.
5. Click the Preview button, and wait for the scanner to scan your document.
6. Your document should be displayed in the Preview Window. The scanner software attempts to guess the dimensions of your document/picture. Make sure that the dotted line box covers only the part of your image that you want to scan. If it doesn't, then click and drag the walls of the box to adjust it to the area you wish to scan.
7. Click Next.
8. In this Windowm Type in a name for your scanned file, Leave the picture format as JPG (JPEG) and choose where you want to save your picture by clicking browse and navigating to the folder or disk of your choice.
9. Click Next. The picture will be scanned and saved (this takes 10-20 seconds or more).
10. In the Other Options window, choose whether you wish to scan another document or exit the scanning application.
11. Click Next and then Finish.

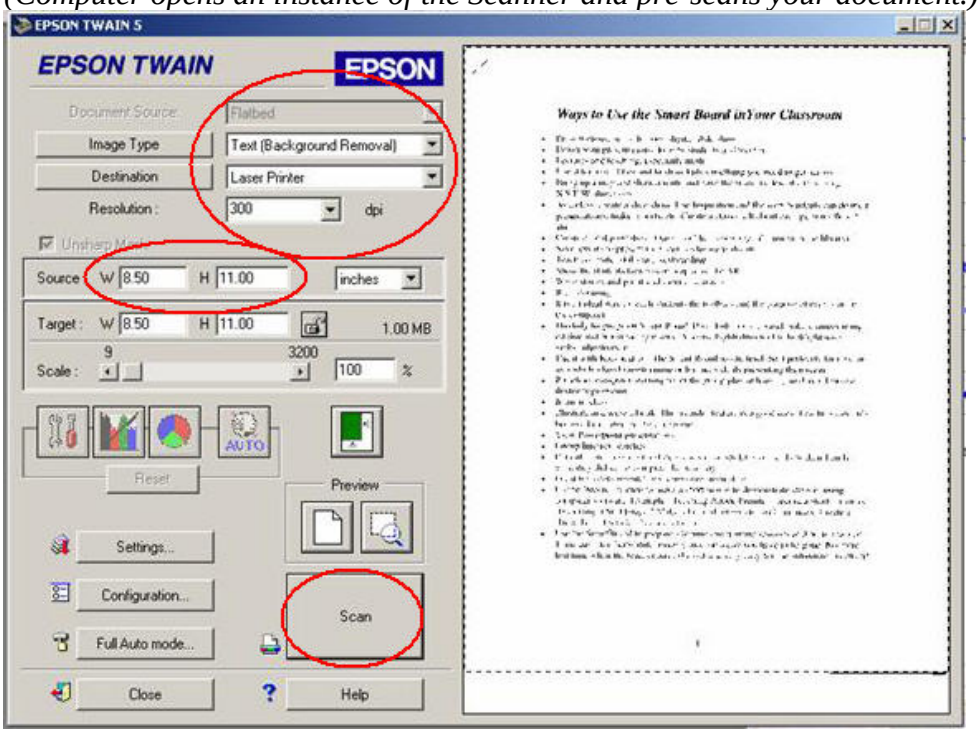
Scanning Word Processed Documents

You can create an Adobe PDF file directly from a paper document using a scanner. The resulting file is an image-only PDF file--that is, a bitmap picture of the pages that can be viewed, but not searched.

1. Open Adobe Acrobat: Start > Programs > Adobe > Adobe Acrobat 6.02 Professional
2. In Acrobat, choose File > Create PDF > From Scanner



3. In the Create PDF from Scanner dialog box, select your scanner device.
4. Choose Single-Sided or Double-Sided format, and specify whether to open a new PDF document or append the converted scan to the currently open PDF document.
5. Choose a compatibility level for the operation.
6. Use the slide bar to set compression and quality.
7. Click Scan.
   (Computer opens an instance of the Scanner and pre-scans your document.)



8. Select the appropriate image type, destination, dpi, and Source Size (The above image are typical settings for a text document to viewed on the Web.
9. Click the Scan button.
10. Click Next if you are scanning multiple pages; click Done when you are finished scanning pages.

Your document is scanned to Acrobat.

11. Choose File >Save and save your newly created PDF document.