Converting my e-Portfolio to PDF using Acrobat (WinXP and Mac OS X)

1. Download the e-portfolio you want to convert to PDF.
    i. Click **edit** beside the portfolio name.
    ii. Click **preview portfolio** from the top right corner of your browser window.
    iii. In the new window, scroll all the way down from the left navigation menu.
    iv. Click **download portfolio** from the left navigation menu.
    v. iWebfolio will compress your e-portfolio into a zip file.
    vi. Click **download** when the compression is finished.
    vii. Save the zip file to your computer.
    viii. You can then unzip the file using Windows XP's built-in compression manager (Mac's StuffIt Expander)or programs such as WinZip.
2. Extract your e-Portfolio in a folder.
3. Open Acrobat.
4. In Acrobat, click **File > Create PDF > From Web Page**.
5. Browse to the folder where you unzip your e-portfolio.
6. Look for a html file named similar to Firstname_Lastname_Portfolio_Name.html
7. Select the **Get entire site** option.

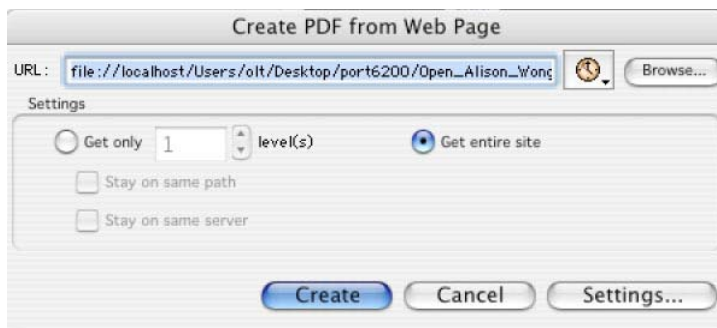

Figure 1. Acrobat 6 – Windows XP

Figure 2. Acrobat 6 – Mac OS X

8. Click **Create**.
9. Once the PDF file is created, you can save it to your computer.