## 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.
- Look for a html file named similar to Firstname\_Lastname\_Portfolio\_Name.html
- 7. Select the **Get entire site** option.

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Figure 1. Acrobat 6 – Windows XP

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Figure 2. Acrobat 6 – Mac OS X

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