Creating a PDF Portfolio

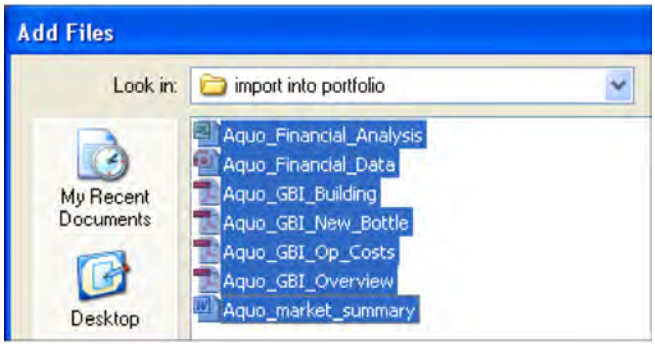
Quickly pull together all the files for a project—text documents, email messages, spreadsheets, CAD drawings, Microsoft® PowerPoint® presentations, videos, PDF files, and more—into a single, coherent PDF Portfolio in Adobe® Acrobat® 9 Pro. You don't need to convert the individual documents to PDF files, and you can edit each document independently without affecting anything else in the PDF Portfolio.

1. Create the PDF Portfolio file.

In Acrobat 9, choose File > Create PDF Portfolio. The PDF Portfolio toolbar appears below the menu bar; Acrobat displays this toolbar whenever you open a PDF Portfolio. Additionally, the Edit PDF Portfolio pane is open on the right side of the window.

2. Add files to the PDF Portfolio.

Click Add Files at the bottom of the window. Navigate to the files you want to include. Select a file, and click Open. Shift-select to add multiple contiguous files; press Ctrl (Windows) or Command (Mac OS) to select multiple files in any order.



Add files to the PDF Portfolio.

When you add a file to the PDF Portfolio, a copy of the original document is included in the PDF file. Acrobat can display several formats natively, including JPEG, TIFF, and SWF files.

Tip: To view a document in its native format, the recipient must have an application installed that supports the file format. For example, if you include a PowerPoint presentation in your PDF Portfolio, someone viewing your PDF Portfolio must have PowerPoint or a preview application that supports PowerPoint presentations installed to view that component. If you convert documents to PDF files, everyone can view them.

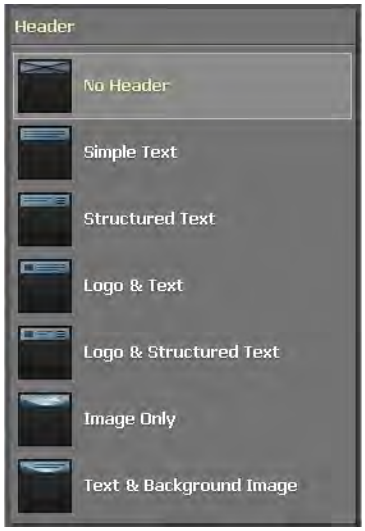
3. Select a layout.
Click Choose A Layout in the Edit PDF Portfolio pane, and then select a layout.

Select a layout for the PDF Portfolio.

The layout provides navigational aids and determines how component documents are displayed on the home page of the portfolio. By default, the Basic Grids layout is applied when you first create a portfolio, but you can use any layout.

4. *Optional:* Add a header. (Acrobat 9 Pro and Acrobat 9 Pro Extended only)
If you are using Acrobat 9 Pro or Acrobat 9 Pro Extended, you can give a PDF Portfolio a consistent look by applying a header that will appear at the top of each navigation page. A header can include text and graphics, such as a logo, company name, or contact information.

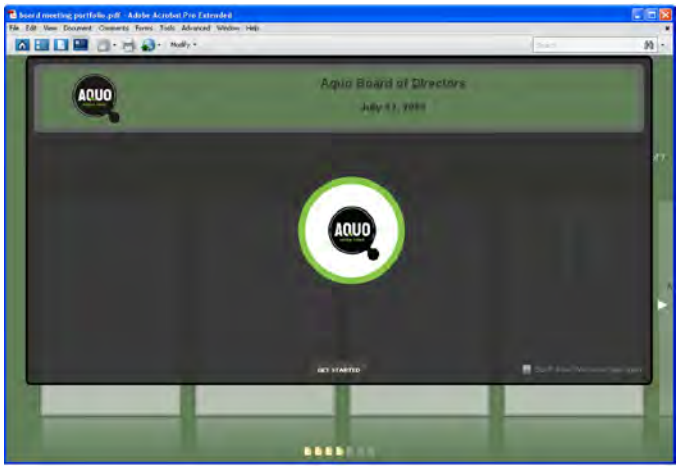
To add a header, click Add Welcome & Header in the Edit PDF Portfolio pane, click Header, and then select a template. Each template contains an image placeholder, a text placeholder, or both.



If you're using Acrobat Pro or Acrobat Pro Extended, you can add a header to a PDF Portfolio.

Click an image placeholder to replace it with a GIF, JPEG, or PNG file. Click a text placeholder to type and format text.

5. *Optional:* Add a welcome page. (Acrobat 9 Pro and Acrobat 9 Pro Extended only)
If you're using Acrobat 9 Pro or Acrobat 9 Pro Extended, you can include a welcome page, which appears when the PDF Portfolio is opened. A welcome page can include text, images, text and images, or an animation (SWF file).



A welcome page can include an animation file.

To add a welcome page, click Welcome Page in the Edit PDF Portfolio pane. Select a template, and then click a placeholder to replace it with your text, image, or SWF file.

6. *Optional:* Select a color scheme.
You can further customize a PDF Portfolio by selecting which colors to use for text, backgrounds, and the cards that display component data. Click Select A Color Scheme in the Edit PDF Portfolio pane. Click the color swatch that represents the scheme you want to use, or click Customize Color Scheme to develop your own. To create a custom color scheme, select a color for each of the categories, such as Primary Text Color.

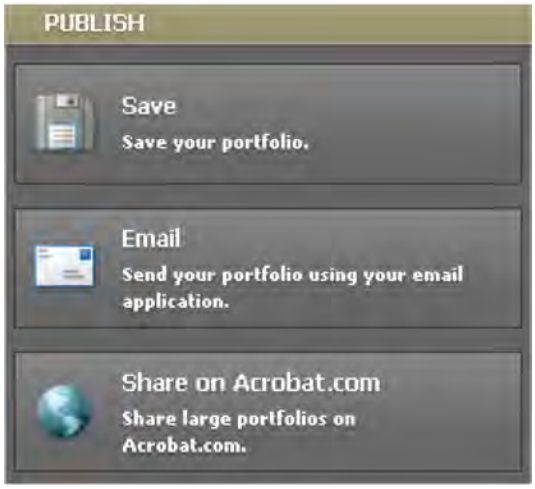
Customize the PDF Portfolio by selecting a color scheme.

7. Publish the PDF Portfolio.

When you've completed your PDF Portfolio, you can:

- Share it through email or on Acrobat.com, a secure web-based service.
- Burn it to a CD or DVD.
- Distribute it any way you can share any other PDF file.

First, click Publish in the Edit PDF Portfolio pane, and click Save to save the PDF Portfolio. Name it and select a location for it, and then click Save.



Publish the PDF Portfolio.

Then, click Email in the Edit PDF Portfolio pane to share the PDF Portfolio as an email attachment. To share it on Acrobat.com, which is especially useful if the PDF Portfolio file size is too large for many email servers, click Share On Acrobat.com, and then log on to Acrobat.com.

Next Steps:

- Secure your PDF Portfolio.

Sign up for the Acrobat Tips and Tricks Newsletter.