**How to Load Your Portfolio into a PDF File Using Acrobat (Apple/ MAC Version)**

Open the program by clicking on the icon for Adobe Acrobat (Pro) in your menu bar on your desktop.

Click on the word “File” in your menu bar to access the pull down menu.

Click on “Create.”

That will open up a side menu. Click on “PDF from Scanner.”

That will open a pop up. It will ask you to “select a device.”

Click on the arrows and select your printer/ scanner.

Place your first page on the scanner and hit the “Scan” button on the pop up on your computer screen.

Another screen will pop up. Hit “Start.” The page will scan and load into a PDF file.

To add another page, Click on the word “Create” on the top left corner of the PDF file (Not the menu bar at the top of your computer.)

This will open a pull down menu. Choose “PDF from Scanner.”

Click “Scan” at the bottom right corner of the window that pops up.

This will cause another pop up… Click on “Start.”

This will cause your second page to scan. It will be added as page 2 to the PDF file you have already begun.

Continue adding pages in this way until your portfolio is complete.

To prepare your PDF to send in an email- Click on “File” in your top menu bar on your computer screen. Access the pull down menu and click on “Save As.” Slide across to “PDF.” Name your file after your student. Save to your Desktop.

Now, drag the file onto a blank email addressed to me and hit “Send”!

Yay! You did it. :)

* Since we don’t want our file to be too big, be sure to watch the power-point on my Services page so you will know what I want in there and what I don’t.
* Don’t add title pages like “MATH” etc. I’ll know it’s math, or a Curriculum List, or a Pleasure Reading List when I see it! Just the bare bones, please.
* Check to see that each page you are loading is clear and legible. If YOU can’t read it, I will not be able to read it either.