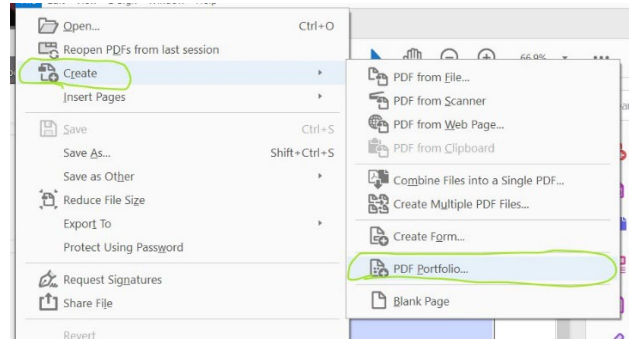# Creating a PDF Portfolio

Directions: **Choose one of the three methods below to combine your files into a single PDF Portfolio. NOTE: For all methods you will need to SAVE your new document after combining the files.**

1. Open **Adobe Acrobat**

2. Click on **File.**
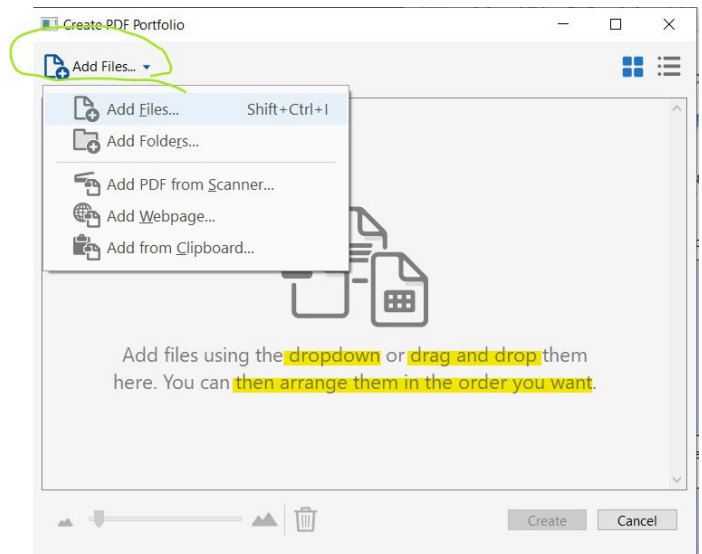
3. Choose **Create**.

4. Choose **PDF Portfolio**

Method 1:

   a. Use Shift + Ctrl + I
   b. Find the files you want to add
   c. Click Open

Method 2:
   a. Click on the dropdown arrow on Add Files
   b. Click Add Files
   c. Find the files you want to add
   d. Click Open

Method 3:

   a. Open File Explorer
   b. Find the files you want to add
   c. Drag & Drop the file(s) to the portfolio

5. **Reorganize** your files to the following order:
   - Integrity
   - Work Ethic
   - Professionalism
   - Responsibility
   - Adaptability / Flexability
   - Self-Motivation
6. **Save** your file as **FirstnameLastinitial Framework Portfolio**