

# DEVELOP A PORTFOLIO

## Real World Examples

### Assignment

#### Activity Preparation and Assignment

You will create a portfolio of examples of desktop publishing productions. Follow the steps below to complete the project.

1. Create a folder entitled [*insert your name*] *Real Examples* to hold your files.
2. Decide on seven examples from the class brainstorming session on possible desktop publishing examples or other examples that you would like to collect for your portfolio.
3. Write several sentences in textboxes with borders discussing the desktop publishing concepts used for each of the examples. Use text objects and associated features in the write ups. Use a color theme for effect on borders, text, text objects, and associated features.
4. Create appropriate headlines and captions to be used on each page to accompany the examples. Appropriate color can also be used on these.
5. Review all samples of the work for color adjustments (if needed).
6. Proofread and correct all errors before printing the items.
7. Attach the examples to construction paper (9" x 11" or larger, if needed) or print on card stock.
8. Attach the headlines, captions, and bordered textboxes to the respective examples.
9. Place the pages of the portfolio in order.
10. Prepare a table of contents to be used with the portfolio.
11. Create an attractive cover to be used for the portfolio. Include your name, a portfolio title, due date, graphics, etc. Print on card stock if available.
12. Bind the portfolio using the suggestions of the instructor.
13. Print a screen shot of your project folder in Details view.
14. Submit your portfolio and the screen shot.

#### Resources

Portfolio Web sites: These sites contain examples of companies' portfolios.

<http://desktoppub.about.com/cs/freelance/a/portfolio.htm>

Even though this is about a portfolio of original work, it may provide some hints

<http://www.scarecrow.ca/portfolio/desktop.asp>

A company's portfolio

<http://www.odanieldesigins.com/portfolio/desktoppublishing/default.cfm>

A company's portfolio with explanations of products created

<http://www.conwaycreations.com/conwaycreations/desktop.htm>

A company's portfolio

**Key words:** *portfolio*, *desktop publishing samples*, and any word for the types of examples that will be included in the portfolio e.g., *magazine covers*, *business card*, etc.