

Customizing the Learning Portfolio Template documents

Thank you for creating a Learning Portfolio. This document is a basic guide on how to customize the Learning Portfolio using Microsoft Word 2010. If you are comfortable working in MS Word, please feel free to customize any aspect of the Learning Portfolio that you wish.

If you need additional help customizing the Learning Portfolio, please feel free to refer to the Microsoft Office help site - <http://office.microsoft.com/en-us/word-help/>.

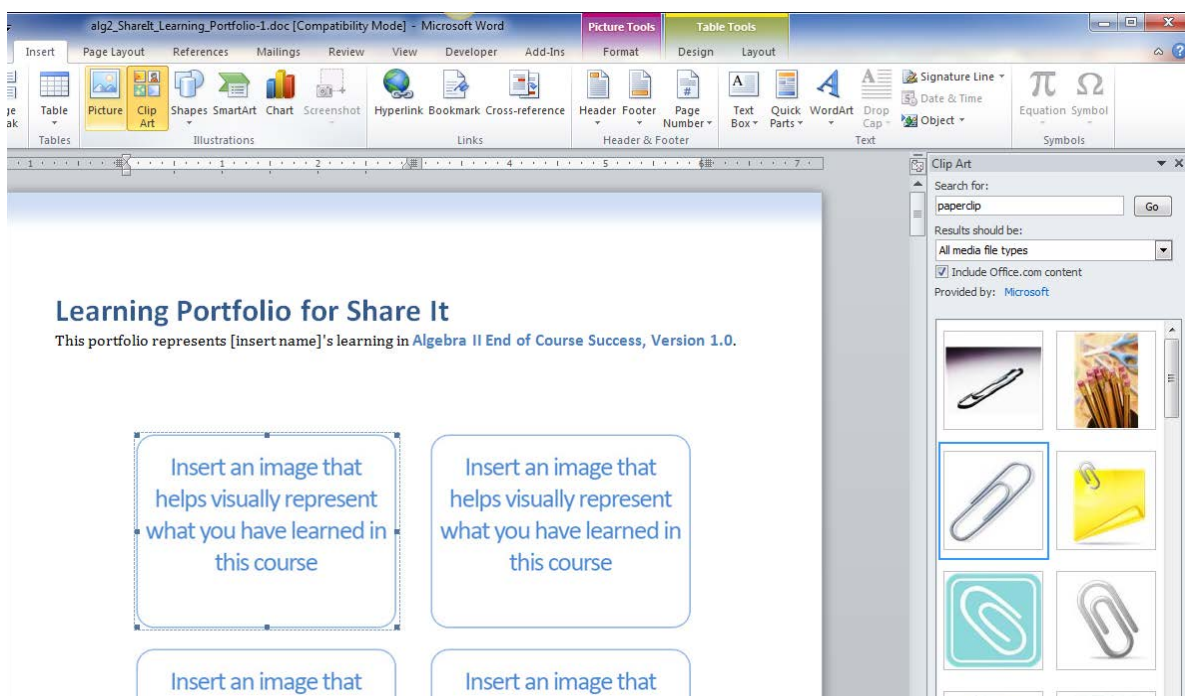
By default, we are using the Calibri font for headers and Cambria for body text; these fonts come with Microsoft Office 2010 as well as with computers running Windows 7. If you would like to select other fonts to use, I suggest Arial for the headers and Georgia for the body font. These are default fonts that should be installed on your computer. Feel free to use any fonts that you wish, these are just suggestions.

Customizing the Cover:

First, enter your name into the [insert name] area. Simply delete the place-holder text and replace it with your name.

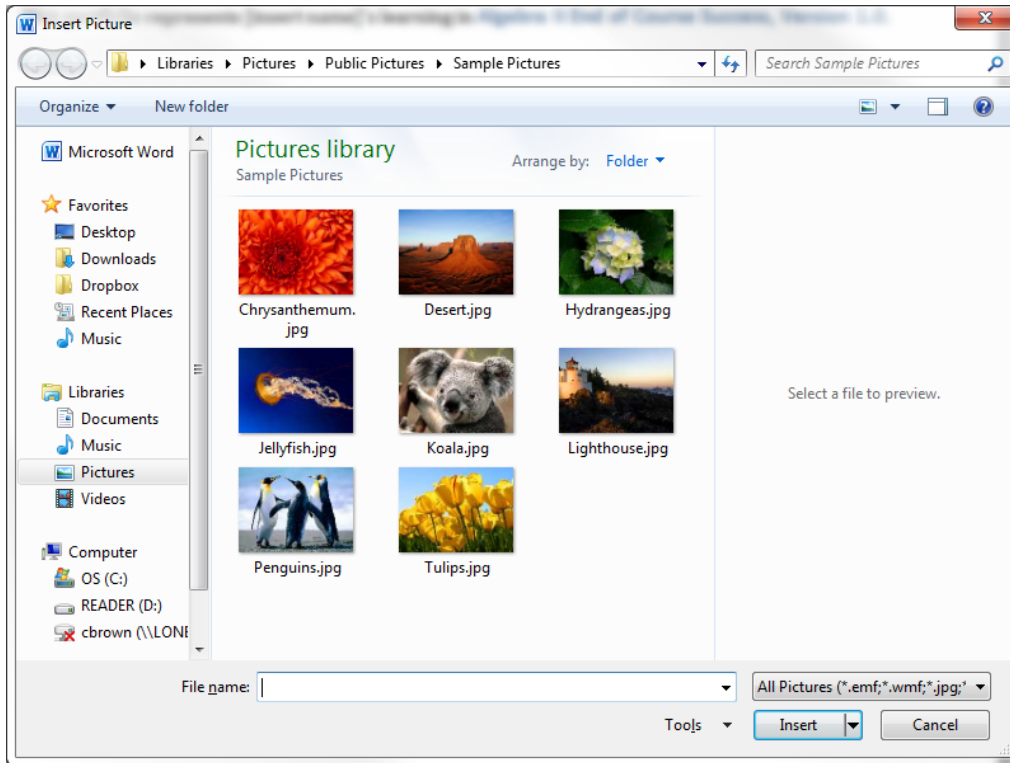
There are four images on the screen that say “Insert an image that helps visually represent what you have learned in this course.” Replace these images with images that reflect ideas or concepts learned during the course.

To replace an image, select the image, then go to the “Insert” tab from the top menu, and select “Picture,” to choose an image file on your computer.



Once you select “Insert Picture,” a new window will appear that allows you to browse your computer for an image to use. Browse for the image you want to use and select it, then click “Insert.” The default image will be replaced with the image you have selected, but it may need to be resized depending on the size of your selected image.

TIP: To keep the image proportion, hold the Shift key while you drag the resize arrows.



Another option is “Insert Clip Art” to bring up the Microsoft clip art library and select images. You can also search the Microsoft Office help site for clip art to use - <http://office.microsoft.com/en-us/images/?CTT=97>.

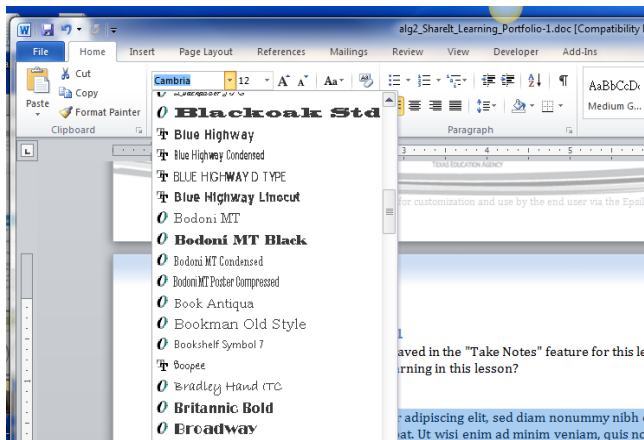
Table Of Contents:

The Table of Contents is set up so that if you hold the Ctrl key and click on a lesson name, it will take you to that section in the Learning Portfolio. Once you return to the Table of Contents, you will notice that the lesson name has changed color; this is done by default to help visually alert you of lessons visited.

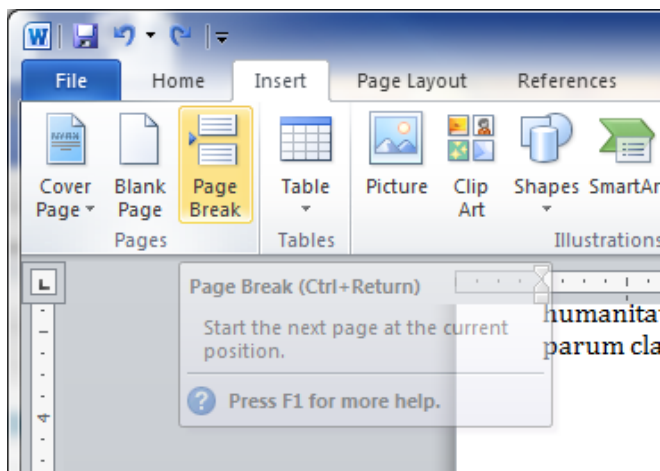
Individual Lesson Pages:

The lesson pages are where you compose and organize your notes for each lesson overall. There are also pages that correspond to specific sections and activities from the course that you will be prompted to complete.

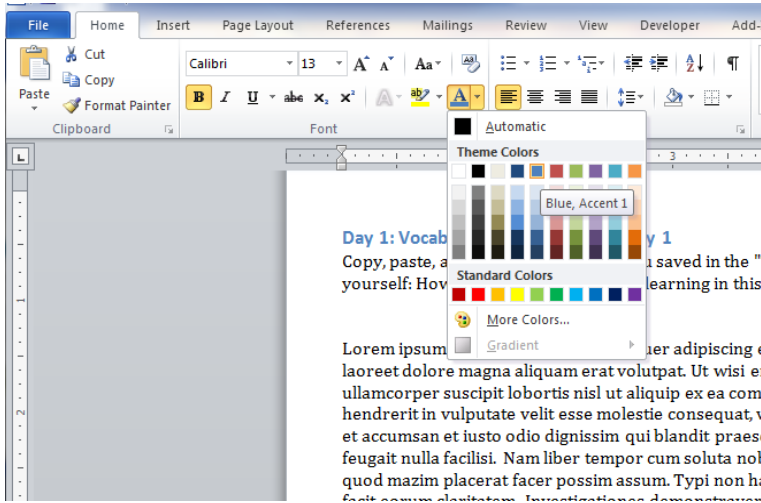
To change the font, select/highlight the text and in the “Home” tab of MS Word, select the font that you wish to use. By default, we are using Cambria at 12pt and the color is black.



There are also invisible page breaks in the document to help keep the content organized. If you happen to delete a page break, it is very simple to replace it. Place your cursor where you want to create the line break. In the “Home” tab, select the “Page Break” button.



Your page break is restored, but the formatting of the next lesson header might have been lost. By default, the lesson headers are styled using the font Calibri at 13pt, the font is bolded, and the color is one of the blues from color palette, labeled “Blue, Accent 1.” Again, if you changed the font and color, please make sure your header is still styled correctly.



Saving your document:

While working on your Learning Portfolio, remember to save frequently. If posting your Learning Portfolio to Epsilon, it might be best to post it as a PDF. To save the file as a PDF, the Microsoft Office help site has great instructions on how to do this-

<http://office.microsoft.com/en-us/word-help/save-as-pdf-HA010354239.aspx?CTT=1#BM11>.

These are just basic instructions for customizing your Learning Portfolio. For more ways to customize your Learning Portfolio, please refer to the [Microsoft Office help site](#) for more information.