

CAREER SUCCESS CENTER



WESTSIDE CAMPUS CENTER, 3RD FLOOR

OPTIMAL CAREER & TALENT SUITE DOCUMENT CENTER GUIDE - PORTFOLIOS

DISCOVER

CAREER OPTIONS

EXPERIENCE

INTERNSHIPS

CREATE

YOUR BRAND

ACTIVATE

THE PLAN



The Optimal Résumé™ Career and Talent Suite has a variety of different career tools to help one prepare for, and succeed, at their job/career search. Whether it is a part-time job or internship, this Portfolio guide is a supplement to the Western Connecticut State University Career Success Center's comprehensive Resource Guide and website, www.wcsu.edu/careersuccess. In this guide you will find tools to help you understand:

- Create and organize a variety of professional Portfolios
- Understand how to utilize photos and files to showcase your talents to employers
- Store and update as many Portfolios as needed
- Send Portfolios through the Review Center for quick feedback and guidance

Before you begin using this guide, you will need to create an account with Optimal Résumé™ by accessing www.wcsu.optimalresume.com.

To Create an Account:

1. Log into www.wcsu.optimalresume.com and click "**New User**" located at the top right corner of the page.
2. Insert your WCSU email address and hit "**Continue**."
3. Complete the registration process and remember your user name and password for future access.

Once you have access to the platform, watch the 20 minute video tutorial to get a preview of how to use the Career & Talent Suite. Good luck and we look forward to working with you.



Connect with us on WESTCONN WORKS

www.wcsu.edu/westconnworks

By launching your WestConn Works account, you will have access to job, and internship postings, campus events and career resources that will help you find employment.

Office Hours:

Mon - Fri 8:30 to 4:30 p.m.

Fall 2017 Drop-In Hours:

Haas Library, Room 130: Mon & Tue 2 - 4 p.m.

WS CC, Suite 300: Wed 9 - 11 a.m., Thur 1 - 3 p.m., Fri 10 - 12 p.m.





OptimalEfolio Help

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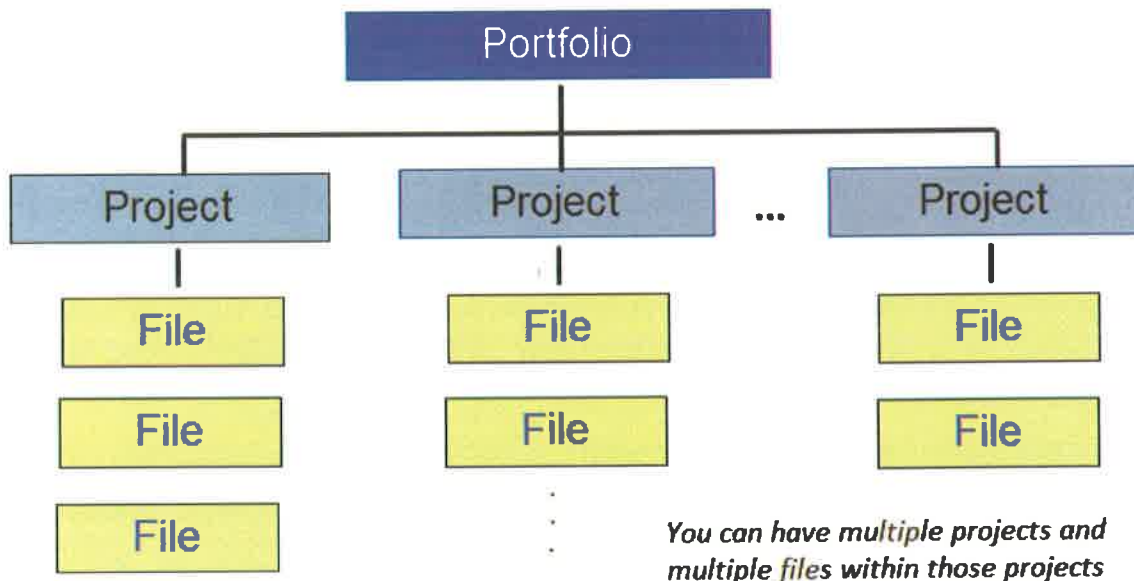
Getting Started

➤ Portfolio Organization

OptimalEfolio helps you create an online gallery of your work that can be displayed as a page on your OptimalResume website, shared as a link, or downloaded as a zipped folder.

Online portfolios can document your education, work samples, and skills. They are very useful for applying to jobs and training programs, demonstrating your transferable skills, and tracking your professional development.

Portfolios are composed of **projects** and these projects contain **files**. See figure 1.



Projects and Files

➤ What is a Project?

Portfolios are organized in **projects** — groups of files of related or similar subject matter that are presented together in the portfolio. Projects can be based on anything you want, but here are some examples:

- A student might create projects based on individual assignments, and group files that are related to each assignment.
- Organize your portfolio *chronologically*, and have projects for every week, month, or year.
- Have a *theme* for every project, such as Writing Samples, Presentations, Letters of Recommendations, or Lesson Plans.

You must have at least one project in a portfolio, but you may add additional projects based on your needs.

Files

OptimalEfolio allows you to upload and organize files to present to potential employers. Although this is not a comprehensive list, the following file types are compatible with this program:

<ul style="list-style-type: none">• MS Word Documents (.doc and .docx)• MS Excel Documents (.xls and .xlsx)• MS PowerPoint Presentations (.ppt and .pptx)• Portable Document Format (.pdf)• WinZip Files (.zip)• Plain Text Documents (.txt)• Rich Text Format (.rtf)	<ul style="list-style-type: none">• JPEG Images (.jpg)• GIF Images (.gif)• TIFF Images (.tiff)• Bitmap Images (.bmp)• ICO Files (.ico)• WAV Files (.wav)• MP3 Files (.mp3)• AVI Files (.avi)	<ul style="list-style-type: none">• MPEG Files (.mpeg)• MOV Files (.mov)• Adobe Photoshop Files (.psd)• Adobe PostScript Files (.ps)• Adobe Illustrator Artwork Files (.ai)• Portable Network Graphics (.png)• Encapsulated PostScript Files (.eps)
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Table 1: Supported File types

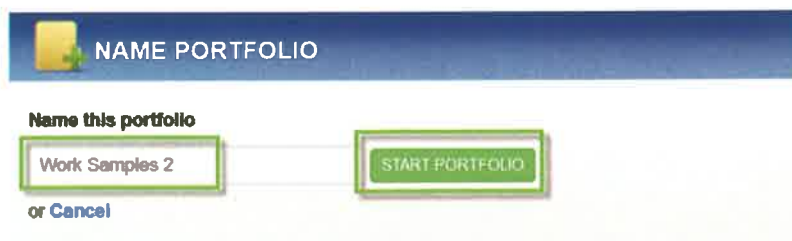
Creating Your Portfolio

How to Create your Portfolio

1. Click the **Create New Portfolio** button in your Document Center.



2. Enter a name for your portfolio (names can include any combination of letters, numbers, and spaces) and click **Start Portfolio**.



3. Select how you would like to build your Portfolio.

You can either create your portfolio by selecting an existing template, complete with editable pre-loaded projects and placeholder files or create your portfolio from scratch.

- a. Browse Templates - Click **Continue** to see a list of portfolio templates and description.



Mouse over the template names to see a description of that template. Clicking a template title will display the projects that will pre-load for you. When you find one that you want, click the **Use This Template** button. If not, click the X to close the display and try another.

Browse Templates
Create your portfolio from an existing template

Start From Scratch
Create your portfolio from scratch without a template

BROWSE PORTFOLIO TEMPLATES

Your portfolio should be organized into logical sections. On this screen you may browse different portfolio templates. You can edit the portfolio projects and files later.

Portfolio Templates

- Admissions Portfolio
- Chronological Portfolio**
- Creative Portfolio
- File Cabinet Portfolio
- Functional Portfolio
- Professional Portfolio
- Qualifications Portfolio
- Education
- Fashion Design
- Montclair Template

Like a chronological resume, this format allows you to organize a portfolio based on the organizations you have most recently worked with. Consider adding dates to the title of each project to indicate project management skills and tenure.

Mouse over templates to see a description and Click to view the template

Click here to use the template

Click here to close the template and view another

FUNCTIONAL PORTFOLIO

Writing Samples Graphics Websites PowerPoint Presentations Videos

Pre-loaded projects

Writing Samples

Include examples of your creative or professional writing skills in this project. Writing samples demonstrate your reading and writing competencies on, as well as your personal writing style. Any writing samples you include should be free of spelling/grammatical errors.

File Name	Description	Requirements	Action
Quarterly Report	Quarterly report prepared to management of 11000	MS	Download

Placeholder file

Graphics

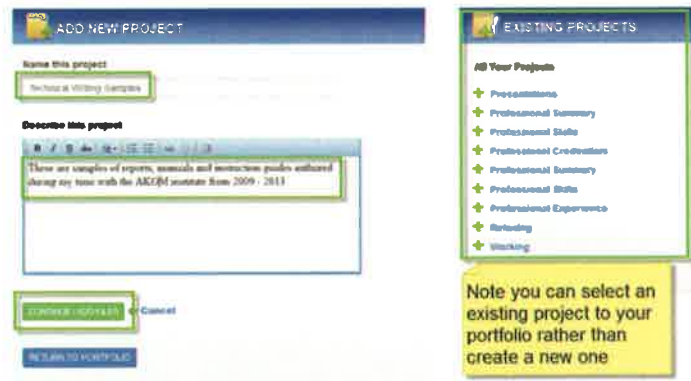
If you have any design experience, or are pursuing a career requiring design skills, you should include a project for graphics. Graphics demonstrate your personal style and your skills with editing tools, such as Photoshop.

File Name	Description	Requirements	Action
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- b. **Start From Scratch** - Click **Continue** to add your first project.



4. **Add your first project.** To create a new project, enter a name and description in the appropriate fields. Entering a description helps your audience understand what sorts of things they can expect to see in this project. You can also select an existing project rather than create a new one.



When you're ready to move on, click **Continue/Add Files**.

5. **Add your first file.** Browse your hard drive to find the file you want to upload. (You can also link to a website in lieu of uploading a file.)

Name the file and provide a description of the file. You can also add any special viewing requirements.

For example, if it is a MS Project file you may want to indicate that MS Project is required to view the file.

Note that individual file sizes are limited to 20 megabytes in size.

Click **Save File** when you're done.



6. **Add more files and/or projects.** You will now see a display of your portfolio into which you can add more files and/or projects.

Manage your portfolio
Total Space: 1.024 GB | Space Used: 11.5 MB | Available: 1.012.5 MB

Rename Delete Review Center Save as Zip Share To Do Switch Portfolios **Add a new project**

WORK SAMPLES **ADD PROJECT**

Technical Writing Samples

Technical Writing Samples **First project**

These are samples of reports, manuals and instruction guides authored during my time with the AKOM institute from 2009 - 2013 **More**

Add Files **Edit Project** **Delete Project**

All (1) Images (0) Documents (1) Videos (0) Audio Files (0) Hyperlinks (0)

File Name	Description	Requirements	Action
Administration Manual	This is an Admin Manual More	Requires Adobe Reader More	Download Edit

DELETE SELECTED **First file**

Project Tools

There are a variety of tools available to modify and edit your portfolio.

Rename Delete Review Center Save as Zip Share To Do Switch Portfolios **ADD PROJECT**

PORTFOLIO10 **ADD PROJECT**

Technical Writing Samples

Technical Writing Samples **First project**

These are samples of reports, manuals and instruction guides authored during my time with the AKOM institute from 2009 - 2013 **More**

Add Files **Edit Project** **Delete Project**

All (2) Images (0) Documents (2) Videos (0) Audio Files (0) Hyperlinks (0)

File Name	Description	Requirements	Action
Administration Manual	This is an Admin manual authored More	None More	Download Edit
Grant Proposal	n/a	n/a	Download Edit

DELETE SELECTED **First file**

Add Files – add more files to your project.

Edit Project – change the project name and description.

Delete Project – delete the entire project and all the files within.

All – view all files within the project.

Images – view only the image files within the project.

Documents – view only the document files (.doc, .pdf, etc.) within the project.

Video – view only the video files within the project.

Audio Files – view only the audio (sound) files within the project.

Hyperlinks – view only the links within the project.

Download – download a specific file within the project.

View – view a specific file within the project.

Edit – edit the name, description and viewing requirements of a file within the project.

Image Displays

Images can be displayed in one of three ways:

List Display – displays all your files in list mode, same as projects with non-image file types.



Grid Display – displays a larger magnified view of the image. Clicking on image will display a full size image and its description. Other images in the project will appear in the same larger format.



Mosaic Display – displays a full size image and its description. Other images in the project appear as thumbnails and can be clicked to magnify.

Professional Summary

Highly motivated individual with proven success and drive against the war on crime. Direct staff training to ensure timely assistance with law enforcement goals. Demonstrated proficiency in the areas of intellect, detective skills, science and technology, physical prowess, and martial arts.

[Add Files](#) [Edit Project](#) [Delete Project](#)

Image Gallery Display Mode: List Grid Mosaic



Document Toolbar

Manage your portfolio
Total Space: 1,024.0 MB | Space Used: 45.7 MB | Available: 978.3 MB

[Rename](#) [Delete](#) [Review Center](#) [Save as Zip](#) [Share](#) [To Do](#) [Switch Portfolios](#)

Rename – change the name of your portfolio.

Delete – delete the portfolio.

Review Center (if available) – Allows you to send your portfolio to a career counselor.

Save as Zip – allows you to download all of the files in your portfolio as a single .zip file.

Share – generate a link to easily share your portfolio on various social media.

To Do – keep notes and reminders of things you still need to do.

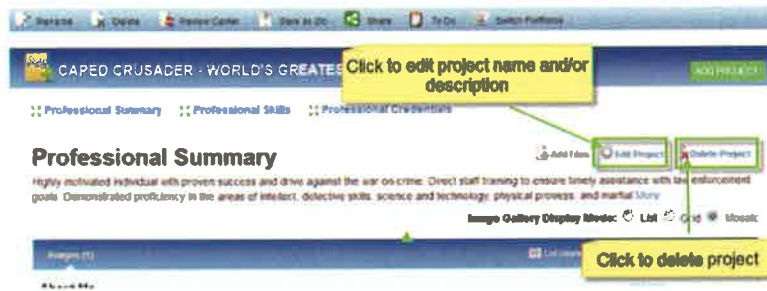
Switch Portfolios – shows all of the portfolios you have created so far in the Document.

Editing your Portfolio



To edit a portfolio at a later time, click the portfolio's name in the Document Center. This will bring you back to the editing page where you can save new changes to your document.

Editing/Deleting Projects – Projects can easily be edited and/or deleted from your portfolio. Clicking the **Edit Project** button allows you to edit the project name and/or description. Clicking the **Delete Project** button will remove the project from your portfolio.



Editing/Deleting Files – To edit or delete files first be sure that they are displayed in list format to reveal the **Edit** and **Delete** options.



Click the **Edit** button to edit the file name and/or description. To delete a file select it using the check box and then click the **Delete Selected** button.

Professional Skills

These are the skills I perform on a daily basis in my capacity as a dental assistant. More

File Name	Description	Requirements	Action
Expert team builder	n/a	n/a	Download View Edit
Expertise in chemistry, criminology and forensics	n/a	n/a	Download View Edit
Fluent in Spanish and riddles	n/a	n/a	Download View Edit
Highly adaptable in diverse environments	n/a	n/a	Download View Edit
MC Office Pro	n/a	n/a	Download View Edit
Skilled Martial Artist	n/a	n/a	Download View Edit
Strong leadership skills	n/a	n/a	Download View Edit
World's Greatest Detective	n/a	n/a	Download View Edit

Reordering Projects and/or Files

Projects and files will automatically be displayed alphabetically, although it is easy enough to reorder them if you want to have a specific order for your projects and/or files.

Reordering Projects. There are two ways to accomplish this:

1. Use the green arrows to drag the projects into the desired order.

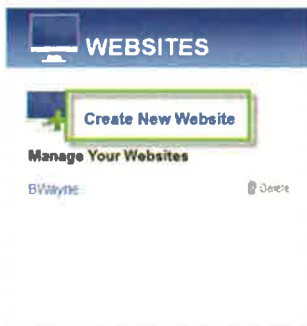
Professional Summary Professional Skills Professional Credentials

Professional Summary
Highly motivated individual with proven success and drive against goals. Demonstrated proficiency in the areas of intellect, detective

2. Number your projects when naming them such that when alphabetized they will be in the order you desire. For example: 1. Professional Summary; 2. Professional Skills; 3. Professional Credentials.

Reordering Files. This is done much the same way as reordering projects. In order to reorder files you must first be sure they are displayed in list format to reveal the green arrows:

1. Use the green arrow to drag the files into the desired order.



Questions?

➤ Technical Support

Support is available during standard business hours, Monday – Friday, 9am – 5pm EST, toll free at 877-998-7654 or by email at support@optimalresume.com.