

CAREER POWER SKILLS

The simple guide to researching careers
and creating your resume,
cover letter, print portfolio, e-portfolio,
and online web portfolio.

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MS WORD PORTFOLIO BOOK INSTRUCTIONS:

This is a single page portfolio book with a portrait layout.

All images have been set to be moved around freely on the page for this template document. But, if you want to make a picture box or text box free floating in WORD you follow these instructions.

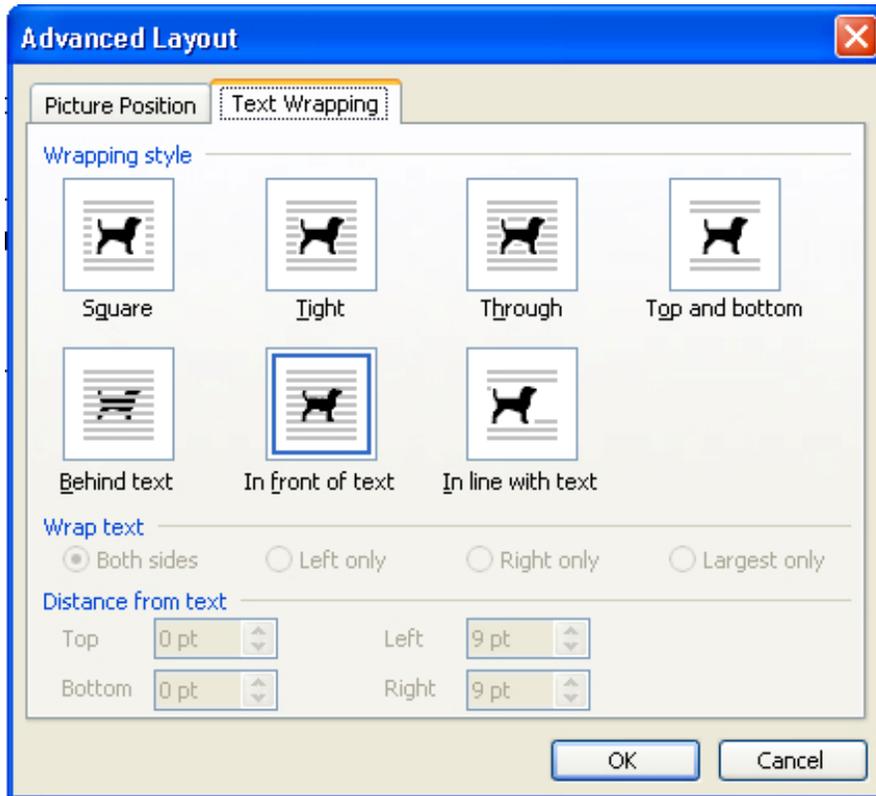
Use Free Floating vs. Inline text wrapping

You want to work with free floating objects (picture boxes and text boxes) rather than inline objects. Inline objects follow the cursor's path. Free floating objects can be moved freely around the page and positioned anywhere. Access this control by double clicking on the image to get to the ADVANCED LAYOUT panel.

Adding a Picture Box or Text Box

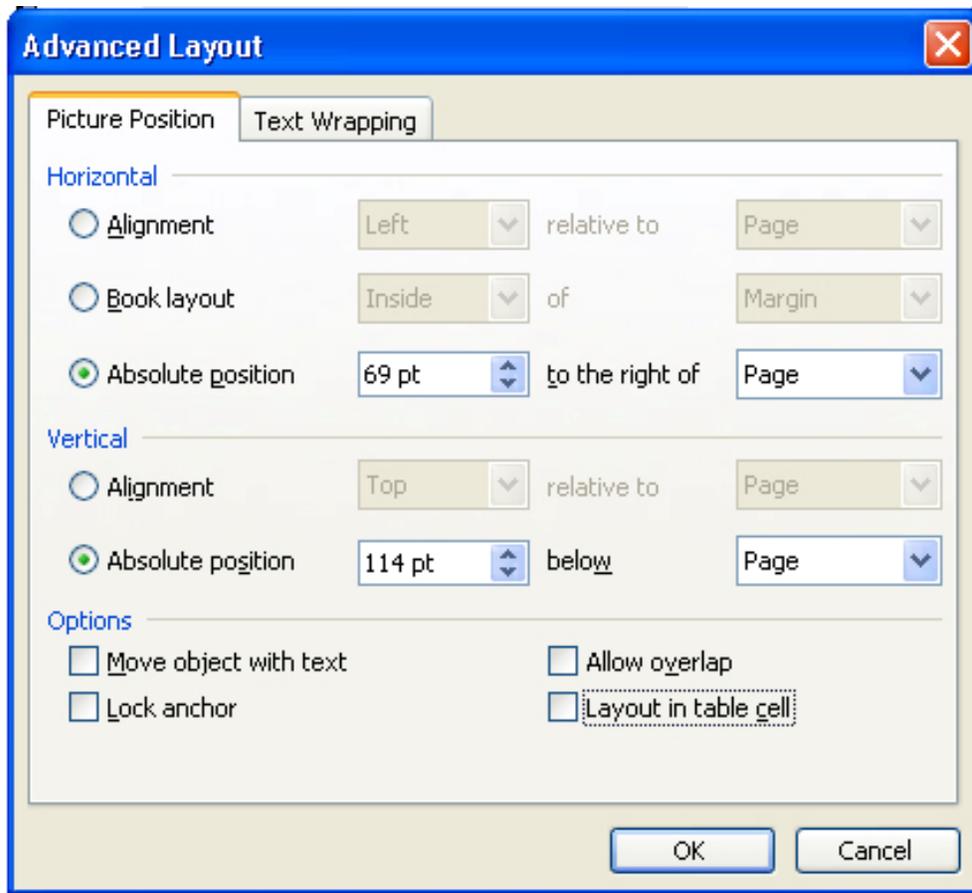
Click on the image and go to INSERT > PICTURE or INSERT TEXT for a TEXT BOX. If it is a text box, type in the text. If it is an image, navigate to your hard drive to find your image file (JPG or TIF).

Once the picture is inserted...Double click on it and choose LAYOUT > ADVANCED and click TEXT WRAPPING > IN FRONT OF TEXT.



Next, click on ADVANCED > PICTURE POSITION and choose RELATIVE TO > PAGE for horizontal and vertical.

You can position the boxes on each page consistently by looking at the Picture Position and setting the absolute position for each object the same on each page. Make sure that the position is set to the right and below PAGE.



Edit the Template

Simply replace the images boxes with your content then print the pages. Arrange the pages in the order you wish, then, bind them into a portfolio book. Download the template at careerpowerskills.portfoliovillage.com