

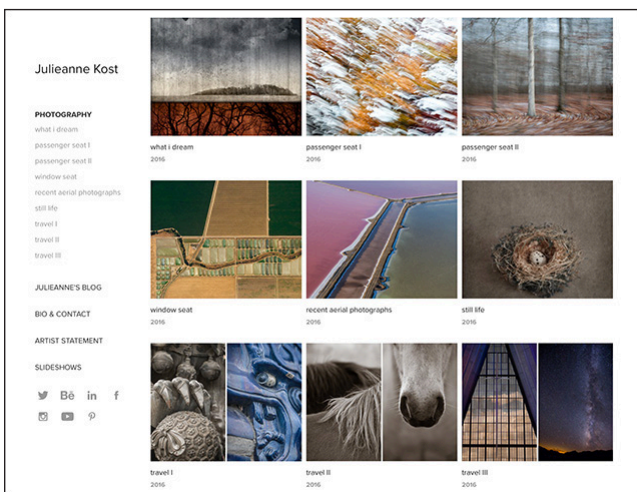
Adobe Portfolio

Julieanne Kost

It is both fun and easy to create and publish your own Adobe Portfolio site. I recently went through the process and found that not only was my portfolio easy to create, it was a great exercise to go back through my images, organize them into bodies of work, and look at the relationship between how I see, experience, and document the world through my camera. If you decide to take this challenge, on the last day, we can all share our new portfolios in the comments plus, you will all have your portfolio ready to share with the world!

If you are a member of Creative Cloud or the Creative Cloud for Photography program, Adobe Portfolio is included in your membership. Portfolio is a simple way to create a beautiful, personalized, website with galleries of images, specialty pages (such as About, Contact, Awards etc.), social media links, and more. You can select from one of the beautifully designed layouts, which can be customized to match your personal style or, published as is. All edits that you make in the Portfolio editor are live (you see the changes as you make them), and anything you see on the page, you can edit. Responsive design means that your layout will automatically adapt for best viewing on different devices, and access to Typkit fonts means pairing the right typographic style to complement your imagery. Add to that security options such as password protection and the option to disable right-click to protect your images, optional lightbox presentation of your images, custom domain name usage, and synchronization with Behance projects, and you have one powerful tool to use to share your work with the world (without knowing a single line of code)!

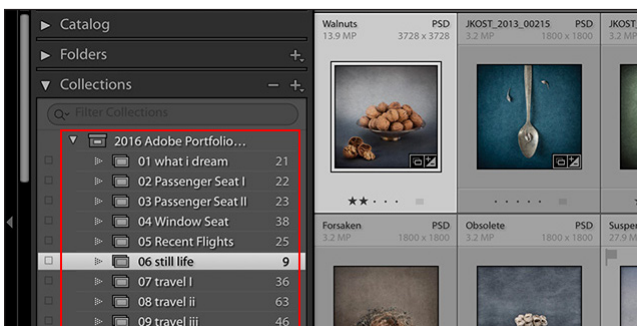
Below, for example, is a screenshot of my current portfolio. Click here to view the published site. <http://jkost.myportfolio.com/>



Assignment #1 - Preparing Your Images

I find that the first day is the most difficult because I'm going to ask you to decide which images you are going to use in your portfolio. If you don't have a lot of time, you can start with a single body of work that contains 8-10 images and additional images in the days ahead. In a perfect world, I would suggest that you try to publish 6-10 different bodies of work to your portfolio. But I don't want it to get overwhelming, and I know this step can take a lot of time. Don't worry, any of the galleries (or groups of images) that you publish to your portfolio can be updated at any time. What's important is that we make a little progress on the site every day - so don't worry, start small, only publish your best work, and then add to your portfolio as time allows.

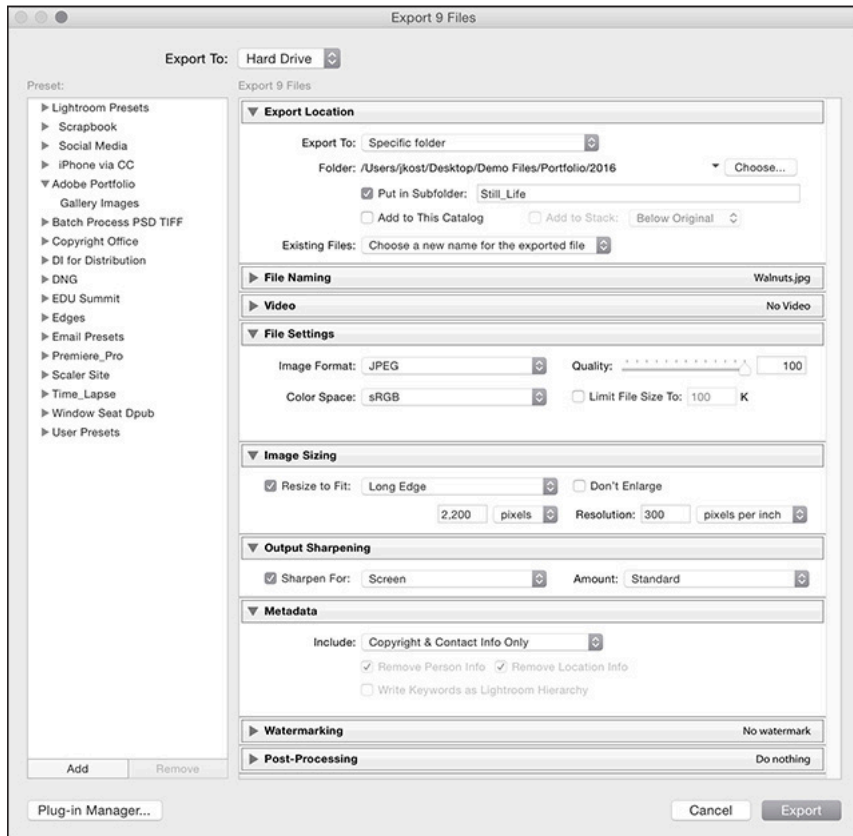
Since I use Lightroom to organize and process my photographs, I started by making a Collection Set called "2016 Adobe Portfolios". Within that Collection Set, I created several Collections of images to be included in my portfolio. (If you aren't using Lightroom, you can use Bridge or the operating system to organize your images.)



Portfolio's navigation is based on Galleries and Projects. Galleries are the containers for projects (similar to the way that Collections Sets are the containers for Collections in Lightroom). In my Portfolio, I only have one Gallery called "Photography" and several projects within that Gallery (what i dream, passenger seat, etc.). Even though Galleries and Projects, as well as individual images, can be added to and subtracted from, reordered, and replaced within Portfolio's editor, I would suggest that you try to be as organized as possible, defining the structure of your portfolio as early in the process as you can.

I find that when publishing a portfolio, "less is more". Having between 10-15 images is a good starting point for each of your collections of images (or bodies of work). However, you can see that I have included more than that in most of mine (some of my portfolios include dyptics as well). Remember, your portfolio is only as strong as your weakest image.

Once I selected my images, I exported them with these settings:

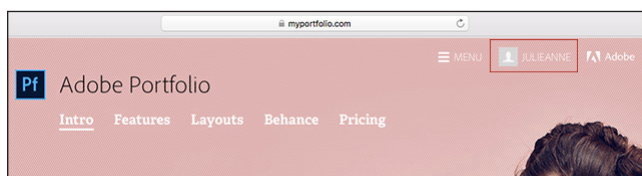


Quick tips. Before we get started, here are a few quick tips to help build a portfolio that gets noticed:

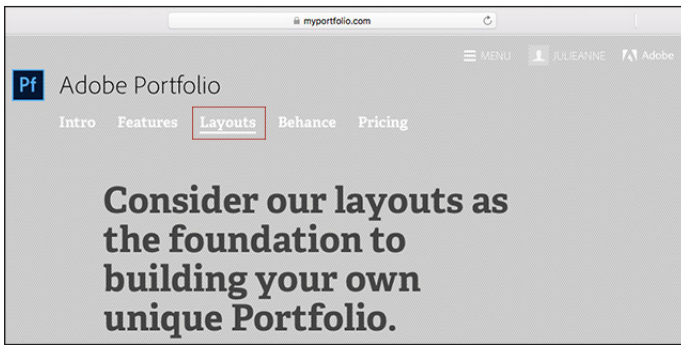
- Keep the design simple and let your work take center stage
- Make it easy to navigate
- Only have a few options (pages)
- Only show your best work
- Showcase the work that you want to do in the future
- The thumbnail should reflect the images in the project
- Keep your portfolio updated with current work - it's a living document

Assignment #2 - Sign In and Choose Your Layout

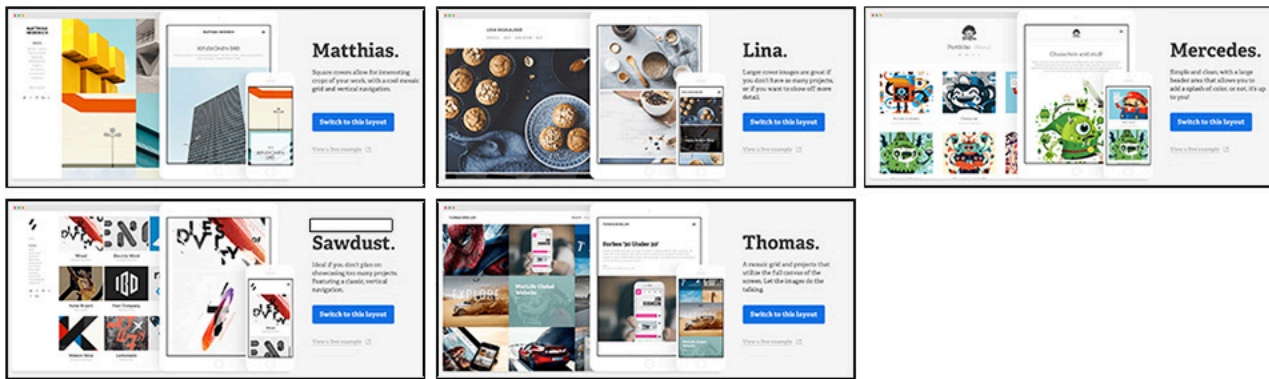
To get started, go to myportfolio.com and sign in with your Adobe ID/Profile.



Then, click on Layouts and choose your layout (template).



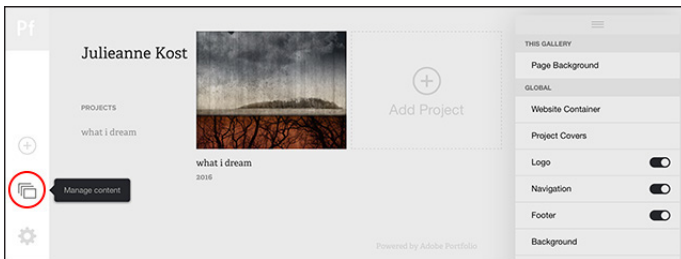
There are 5 layouts to choose from, each one has suggestions next to it showing its strengths. Take a few moments to pre-visualize what your images would look like in each template keeping in mind the type of work you do, the quantity of work you want to show, and the presentation style that will resonate with your viewers. Scroll through the different templates and take advantage of the links to "View a live example". If you're having a difficult time deciding, don't worry, Portfolio makes it easy to switch layouts at any time - even after customizing a template. (FYI, I chose Sawdust as my starting point.)



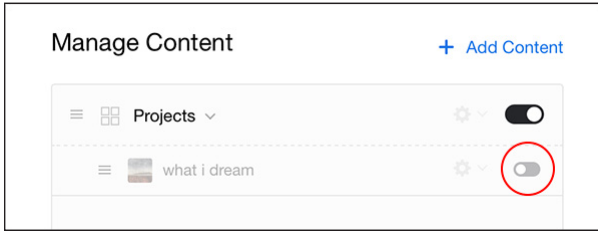
Auto Sync Projects with Behance. Did mysterious projects automatically populate your Portfolio? Ok, we need a small time-out here so that I can explain something. If you've previously posted your work to Behance, those previously posted projects will automatically synchronize with your Portfolio. This is a great feature if you want to use the same projects that you have posted to Behance, in your Portfolio galleries. However, I am going to show you how to hide your Behance projects. Why? because I have found that the galleries of images that I want to publish to my Portfolio are different from the projects that I share on Behance.

If you've never used Behance, and have no idea what I'm talking about - don't worry you won't have any mysteriously populated projects and can just skip to the next section: **"Customize the Site Title"**. But, now that I've mentioned it, if you're curious about Behance, I've added a little more information at the end of this assignment.

So, for those who have published to Behance, if you want to hide the project, click the Manage content icon. (You will only have to manage your content at this point if you have published images to Behance and don't want to include them in your Portfolio.)



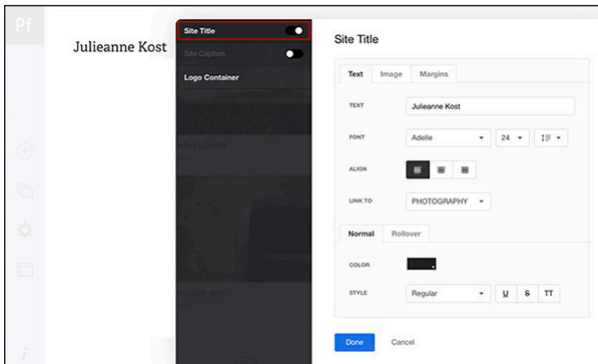
In the Manage Content window, click the switch to toggle the visibility of the project(s) off.



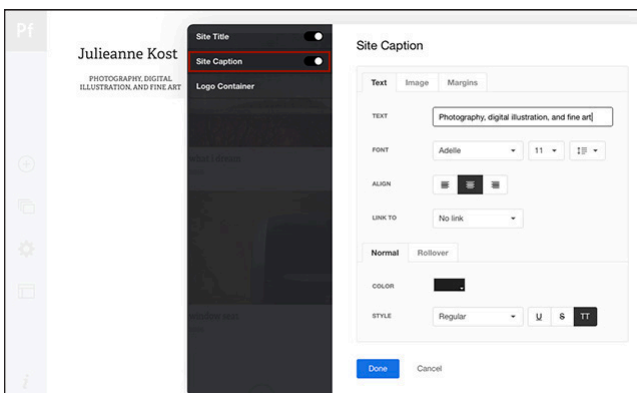
Customize the Site Title. To change the site title, hover your cursor over the site title area (in this layout it's in the upper left and has automatically added my name from my Adobe ID), click the pencil, and choose Customize.



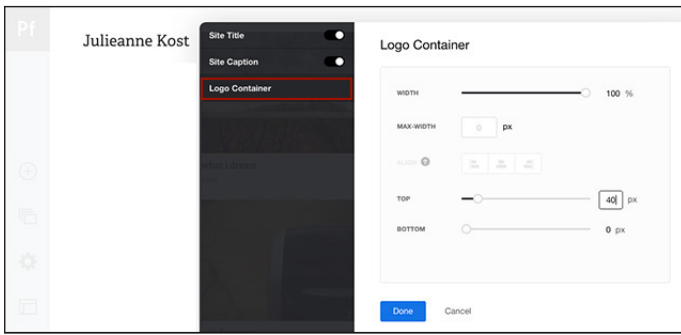
In the Site Title window, enter the text for the title and customize the options as desired (font, alignment etc.). Many Portfolio settings have multiple states that can be customized (Normal and Rollover for example). If you prefer to use your logo, click the Image tab and upload your logo. To change indents, click the Margins tab. You are more than welcome to modify as many of these attributes as you want, or you can choose to leave the layouts as they were designed and move forward!



If you want to get fancy, you can toggle the switch next to Site Caption and add additional text.



Click the Logo Container to change the width, as well as top and bottom spacing for your site title area.



If you need help at any time, you can always click on the “i” icon (in the left navigation) or, click this link: <https://help.myportfolio.com/>

Behance and Portfolio - a little side note.

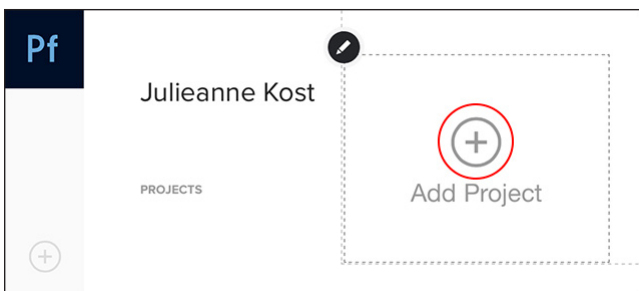
In my mind, the difference between Behance and Portfolio is the type of work that I post to the sites. The projects I post to Behance might include my latest images from Poland or Shanghai (or, if you're a designer, maybe it's the latest logo/video/animation that you've created), as well as a little back-story or techniques that I used to create it. Once posted, these projects can be discovered by any of the over 6 million members of the Behance creative community. These members include creative professionals from all sorts of different backgrounds as well as creative directors and hiring managers who are looking for creative talent. In addition, I get inspired from the Behance community, interact with and make valuable connections with other artists, and push myself to improve and incorporate different techniques and concepts into my work.

When I post a gallery of images to Portfolio, I really only want to showcase my best, finished, work. For example, only one or two images from a project that I've posted to Behance might make it into a gallery on my Portfolio site.

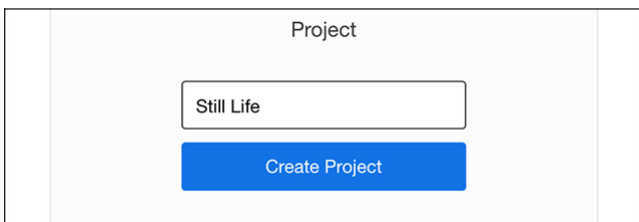
It's really up to you. I know many photographers that post the same content to Behance and to their Portfolio. It's a personal choice and really depends on the work that you do and the audience that you are presenting to. Fortunately, projects posted to Behance or galleries created in Portfolio are automatically synchronized making it easy to incorporate either location as needed while also having the ability to keep them separate, which allows me to tell my story in the right way, to the right people. I would encourage all of you to show your work in whatever form makes sense as they can both help to get your work discovered (because even if I have the best portfolio in the world, it won't do me any good if no one can find it). :)

Assignment #3 - Adding Projects

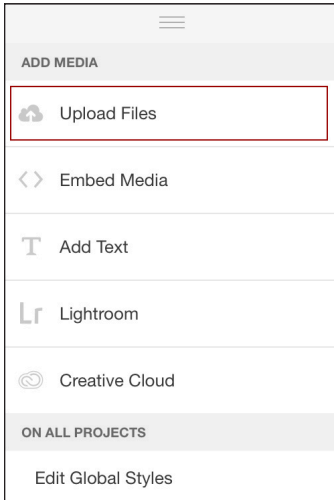
It's time to add our first project (set of images) to our Portfolio. And don't worry about making mistakes, we will also learn how to make edits/ update a project at any time. Start by clicking the Add Project icon (or click the Add Content icon on the left side of the window and choose Project).



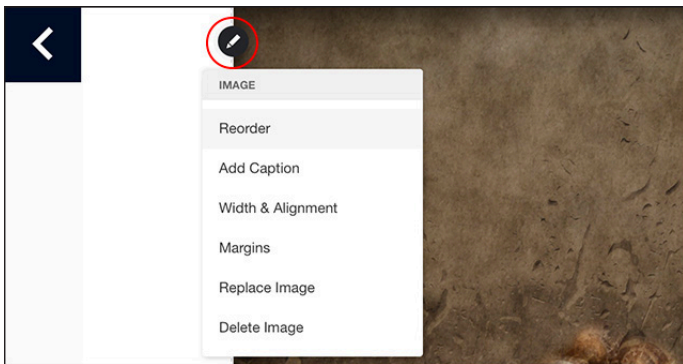
Give your project a name and click Create Project.



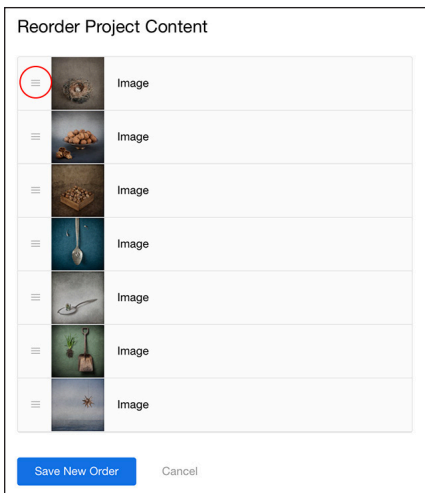
Click "Find Files to Upload", navigate to and select your images (up to 15 images at a time), and click upload. If you want to add additional images to the project, click Upload Files from the "floating remote". You can also use this remote to embed media, add text, and add images synchronized via Lightroom or that you have stored in Creative Cloud.



To make edits to the project (such as adding or deleting images, reordering, adding captions etc.), position your cursor over an image and click the pencil icon.

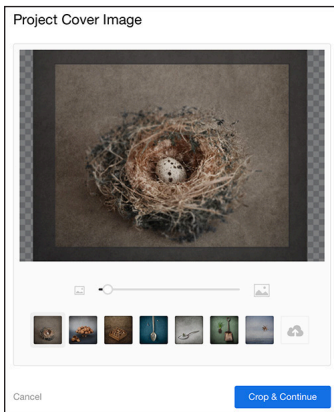


To reorder images, click-drag the grabber handle icon (the three lines to the left of an image thumbnail). When finished, click Save New Order.



If you want to add a caption to an image, click the pencil icon next to the desired image and choose Add Caption. From the same list, you can also choose to change the width, alignment, and margins, or to replace or delete an image from the project.

When finished (don't worry, we can return to this project at any time to make changes), click "2 Cover" at the bottom of the window. Select a Project Cover Image from the files in the project or click the Upload icon and select an image. Use the slider to zoom and drag within the window to reposition the image (the aspect ratio depends on the design in your chosen layout but even this can be changed later using the Customize option). When done, click Crop & Continue.



Add the project title, description, date, and creative fields (the more common fields are at the top, then additional fields are listed alphabetically), keywords, and any additional information in the custom filed area. By default, different layouts show more or less of this information. (Both the content as well as what information is displayed can be customized.)

A screenshot of a form for entering project details. The form is titled "PROJECT TITLE" and contains a text input field with "Still Life". Below that is "PROJECT DESCRIPTION" with a text area containing "Some of the little things that I find interesting around my house." The "PROJECT DATE" section has three dropdown menus for year (2016), month (02), and day (12). The "CREATIVE FIELDS (ADD UP TO 3)" section has a dropdown menu with "Photography" selected. The "KEYWORDS (ADD UP TO 10)" section has two tags: "NEST" and "EGG", each with an 'x' to remove it. The "CUSTOM FIELD" section has a text input field with the placeholder "Optional for your project cover". At the bottom left are "Go Back" and "Cancel" buttons, and at the bottom right is a blue "Next" button.

When publishing a project to Portfolio, the default is to also publish the project to Behance. It's up to you to decide if the projects that you publish to Portfolio are going to be the same as the projects that you publish to Behance (see yesterday's post for more information about what types of projects I publish to Behance vs Portfolio). If you don't want to publish the project, uncheck the box and click Create Project.

Publish to Behance...

Also publish this to your Behance profile? [?]

Co-Owners & Credit

SHARE OWNERSHIP... [?]

Enter Behance creatives name(s)...

CREDIT ANOTHER CREATIVE... [?]

Enter Behance creatives name(s)...

CONNECT PROJECT TO A TEAM... [?]

Enter team name(s)...

WHAT TOOLS WERE USED? [?]

Enter software hardware and materials...

← Go Back Cancel Save Draft Create Project

Portfolio creates the project, but your site isn't live until you choose to publish it.

If you decide to share the same project on Behance as well as Portfolio (see screenshot below), be sure to fill in any Co-Owners and Credit options and click Next. Then, in the Behance Project Settings, choose the appropriate visibility, license type, and content options.

Publish to Behance...

Also publish this to your Behance profile? [?]

Co-Owners & Credit

SHARE OWNERSHIP... [?]

Enter Behance creatives name(s)...

CREDIT ANOTHER CREATIVE... [?]

Enter Behance creatives name(s)...

CONNECT PROJECT TO A TEAM... [?]

Enter team name(s)...

WHAT TOOLS WERE USED? [?]

ADOBE PHOTOSHOP LIGHTROOM X ADOBE PHOTOSHOP X

← Go Back Cancel Next

Behance Project Settings

BEHANCE NETWORK VISIBILITY

Everyone

LICENSE TYPE

CC: Attribution [?]

CC: Attribution Share Alike [?]

CC: Attribution Non-Derivative [?]

CC: Attribution-NonCommercial [?]

CC: Attribution-NonCommercial-ShareAlike [?]

CC: Attribution-NonCommercial-NoDerivs [?]

No License [?]

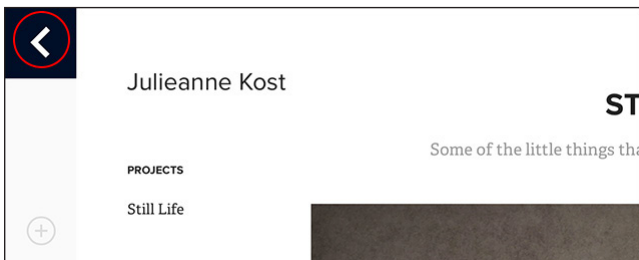
CONTENT

This project contains adult content

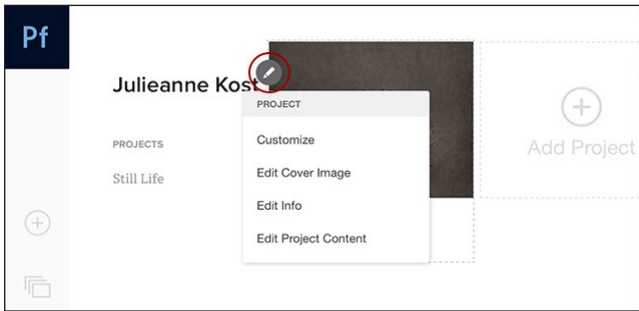
← Go Back Cancel Save Draft Publish Project

When finished, click to publish - this immediately publishes the project to Behance, but your Portfolio isn't live until you publish your site.

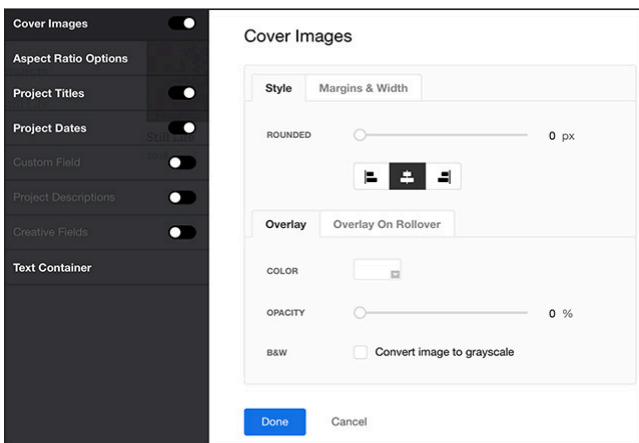
Click Return Home to view your project, then click the arrow in the upper left to return to your home page.



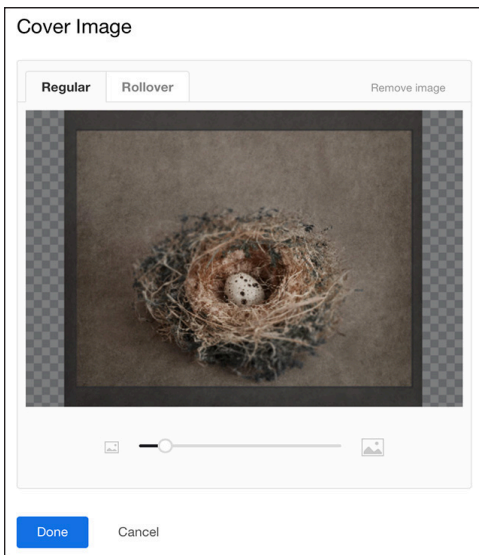
Making changes to your project. It's easy to make changes to your project. Hover your cursor over the project cover, click the Pencil icon and choose one of the following:



- **Customize** — to change site attributes such as fonts, colors, rollovers, styles, margins and width (and more), for items in the project such as Cover Images (corner style, overlay, and rollover options as well as Aspect Ratio Options), Project Titles, Dates, Custom Field, Descriptions, Creative Fields, and Text Container. Of course you don't have to edit all (or any) of these options. I found that the default layout attributes looked great and needed very few (if any) changes.



- **Edit Cover Image** — to replace the cover image or change the crop. Note: the cover image aspect ratio is controlled in the Aspect Ratio Options (see the Customize option above).



- Edit Info — to change Project Info including Title, Date, Description, and Custom Field.

Project Info

TITLE

DATE

DESCRIPTION

CUSTOM FIELD ⓘ

CREATIVE FIELDS (ADD UP TO 3)

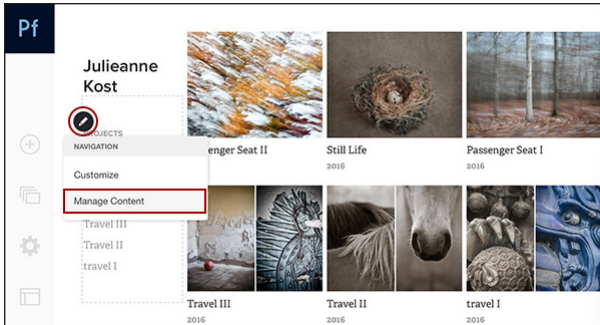
- Edit Project Content — to edit the images, reorder, add captions etc. Clicking anywhere in the project cover (the thumbnail for the project) will edit the contents of the project.

Adding multiple projects. If you are ready to add additional projects, click the Add Project icon and repeat the same steps as we did above.

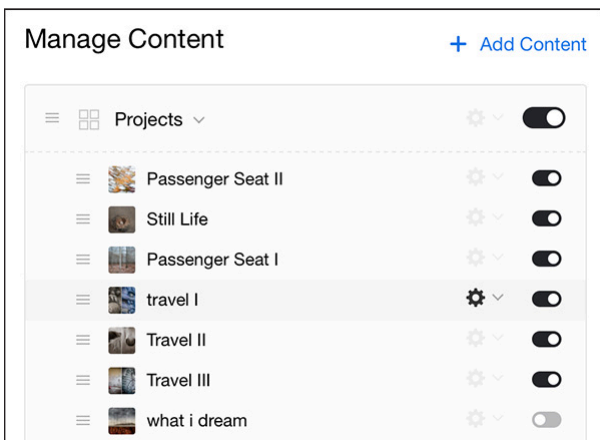
Assignment #4 - Organize Projects, Add Galleries, and Customize the Navigation

Organizing Projects. As we add additional projects to our Portfolio, we need to learn how to rearrange, hide, show, and reorder projects.

To do this, we start by clicking the pencil icon next to the gallery that we want to change (in my case it's the default Projects gallery), and select Manage Content.

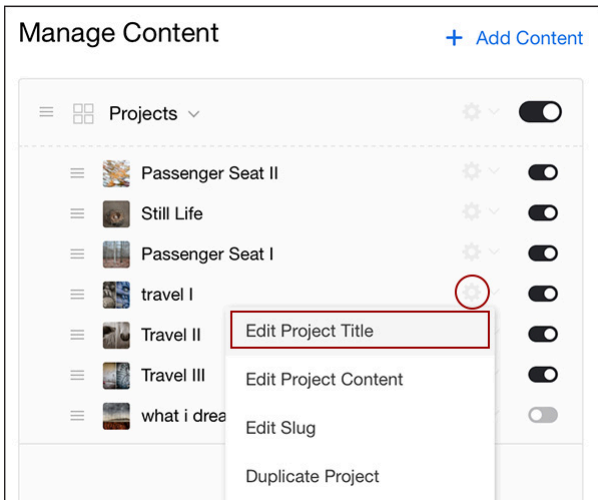


All of your projects are visible.



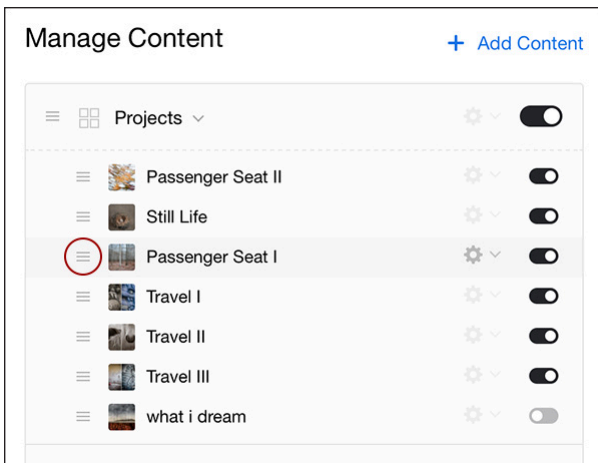
The last project (what i dream), is a project that I published to Behance and hid during the first assignment. Behance projects will always appear on the list, in case you want to sync the project between Behance and Portfolio.

To change the name of a project, click the gear icon and select Edit Project Title.

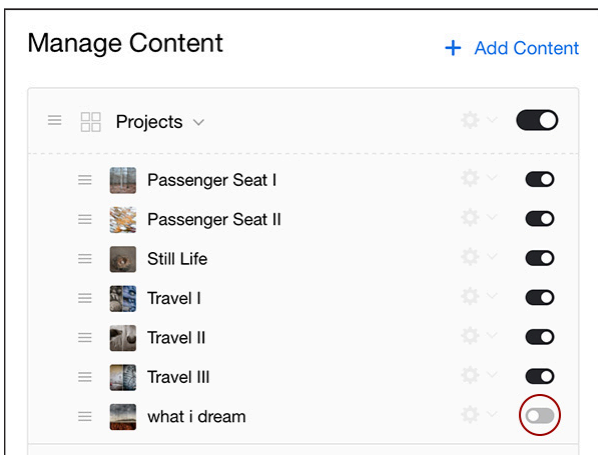


Rename the title and press Enter or Return to apply it. Note: To be tidy, you can return to the gear icon, choose Edit Slug, and update the name of the slug.

To reorder a gallery, click-drag the grabber handle (the three lines) to the left of the gallery name.



To hide/show a gallery, toggle the visibility switch to the right of the gallery.

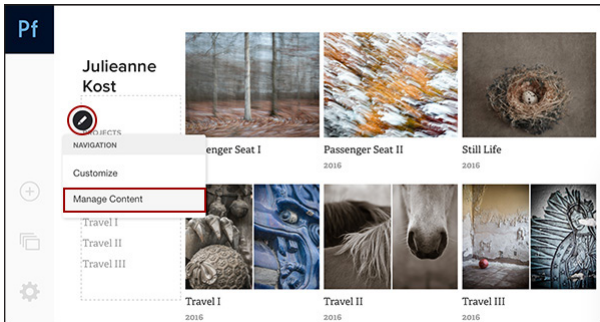


If you want to permanently delete a project, click the gear icon and choose Delete Project. Deleting the contents of a project will also permanently delete the project on Behance, and it cannot be recovered (you would need to recreate it). Alternatively, you could hide the project and come back to it later.

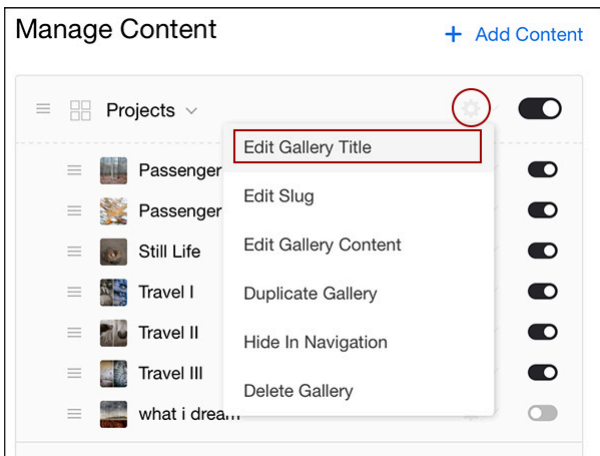
Click Done when you are finished to save your changes and return to the main page.

Working with Galleries. In my published portfolio, I only have one gallery called Photography and all of my projects are listed under that gallery (at the moment, our default gallery is still called projects - but we will fix that in a minute). Although it's easy to add multiple galleries, I find it easier to use only one because then it can also serve as my Portfolio's landing page (the first page that people see when they arrive on my Portfolio). I feel this is the best way for my viewers to see thumbnails for all of my projects without having to spend time navigating through multiple galleries. Obviously, how you organize your Portfolio site is up to you, and if you have a large number of projects, it might make far more sense to break them into smaller galleries. (Please feel free to add a comment if you feel that another organization works better for you because it might also work better for other people too!)

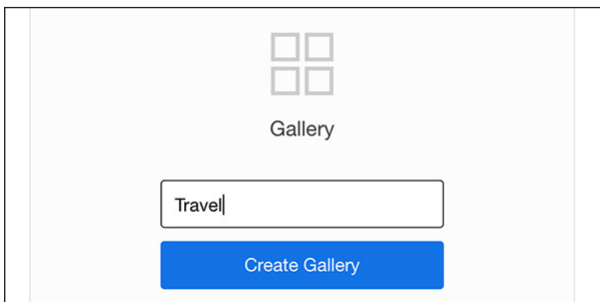
First, let's learn how to rename the default gallery. Click the pencil icon next to the gallery and select Manage Content.



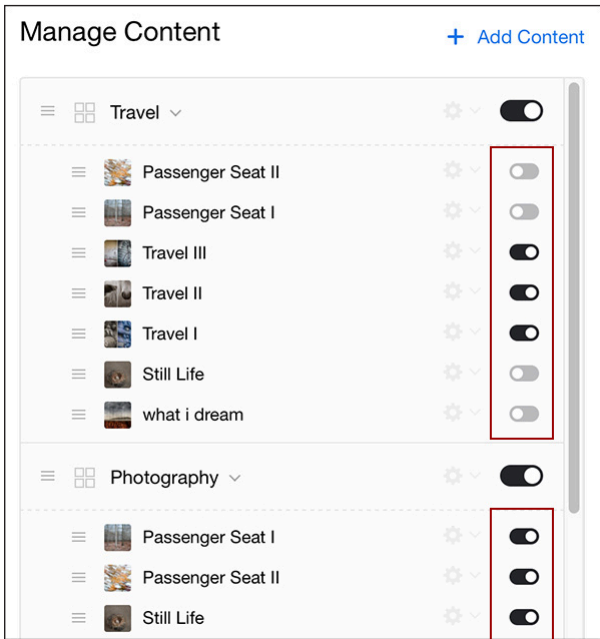
Click the Gear icon next to the project and choose Edit Gallery Title. (You can return to the gear menu and choose to edit the slug if you feel compelled to do so.)



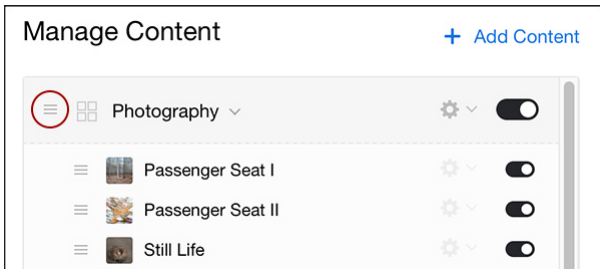
Adding more Galleries. If you decide that you do want to add another gallery, while still in the Manage content dialog, click Add Content, select Gallery, give it a name, and click Create Gallery. (Note: I'm going to walk through adding the second Gallery, but then I'm going to delete it. If you don't want to add a second Gallery, skip down to Customizing Gallery and Project navigation).



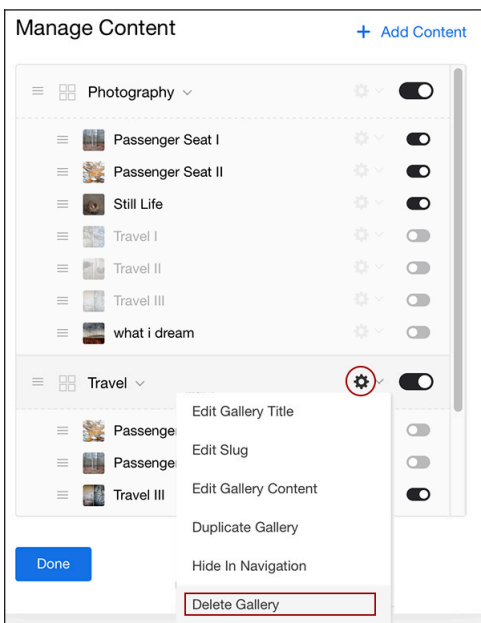
Note: If you are on the main page, you can click the Add Content icon (in the left margin), select Gallery, give it a name, and click Create Gallery.
All projects are available under all galleries. Use the project's visibility switch to the right of each gallery to toggle the project's visibility as desired.



To reorder a Gallery, click-drag the grabber handle into position.

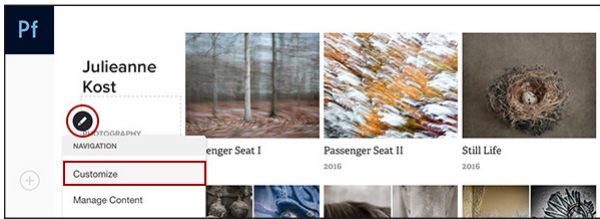


In this example, I feel that the second gallery overly complicates my Portfolio. So, I'm going to delete it. To delete a Gallery, click the gear icon and choose delete.

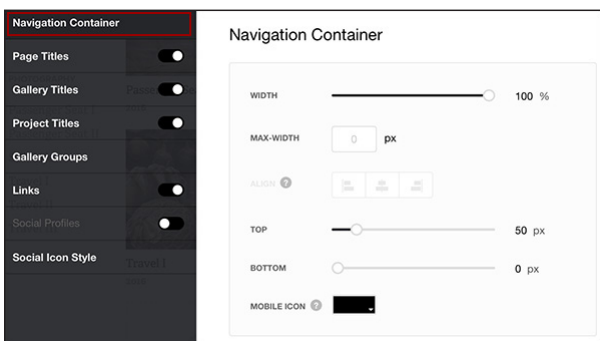


Portfolio displays the following warning: *This will permanently delete the gallery's content.* Deleting a gallery will also permanently delete this project on Behance, and it cannot be recovered. Alternatively, you could hide the gallery and come back to it later. When I delete the gallery, Behance automatically displays the projects that were in the deleted gallery in the default gallery saving me from having to return to Manage Content to make them visible (of course if you want to hide them, then you do need to return to the Manage Content dialog and toggle the visibility next to the desired project).

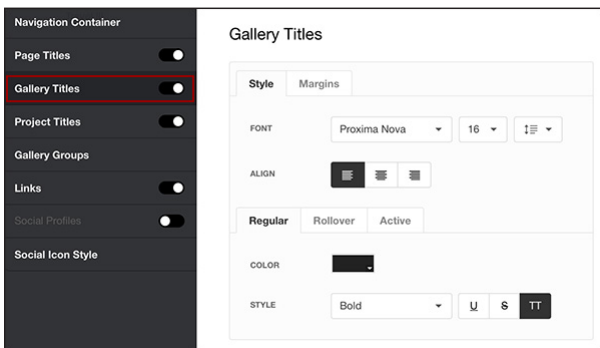
Customizing gallery and project navigation. To edit the navigation, click the pencil and choose Customize.



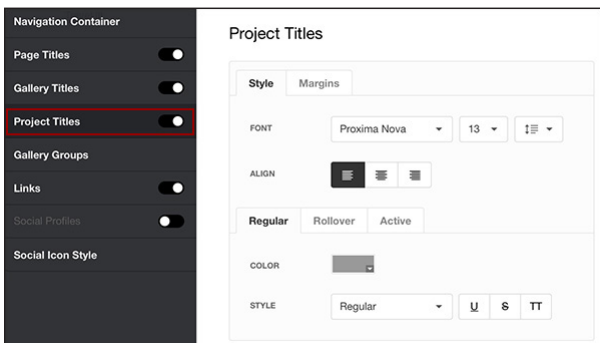
Use the Navigation Container options to change width, alignment, and spacing above and below the navigation (you might want to return to these options to adjust them after adding additional pages and links later in the challenge).



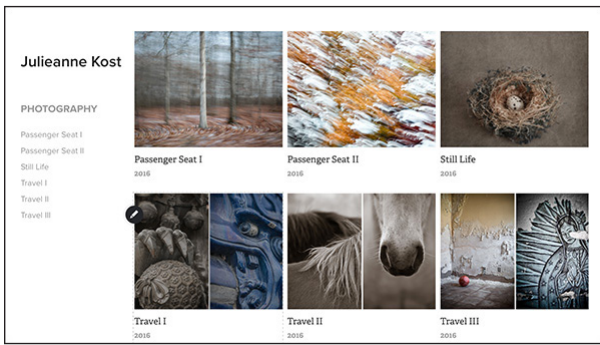
Click Gallery Titles to change styles (fonts, size, leading, and alignment) for the Regular, Rollover, and Active state if desired. Change spacing before and after the gallery title using the Margins tab.



Click Project Titles to change styles (fonts, size, leading, and alignment) for the Regular, Rollover, and Active state if desired. Change spacing before and after each Portfolio using the Margins tab.

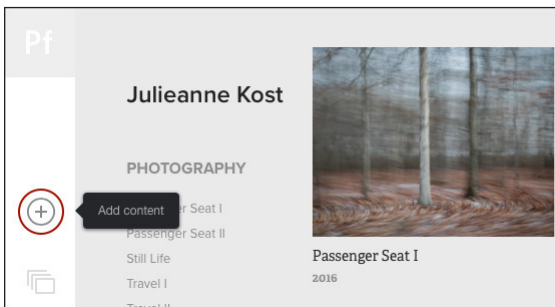


If you have multiple Galleries, click Gallery Groups to change the margins (the spacing) between groups and click Done when finished.

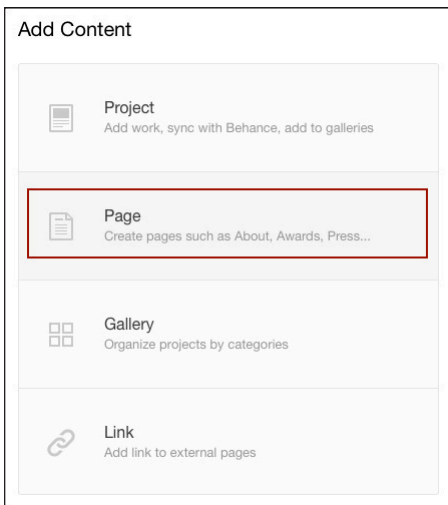


Assignment #5 - Creating Specialty Pages and Social Profiles.

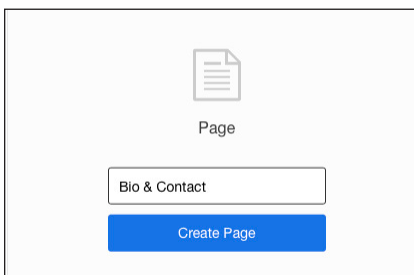
Adding pages. Click the Add Content icon in the left margin.



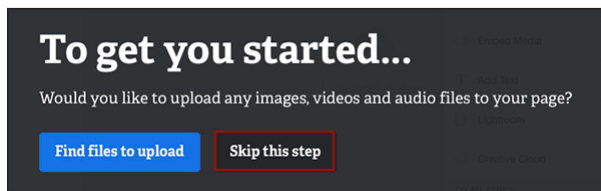
Choose Page.



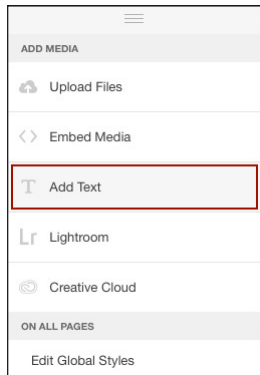
Name the page and click Create Page.



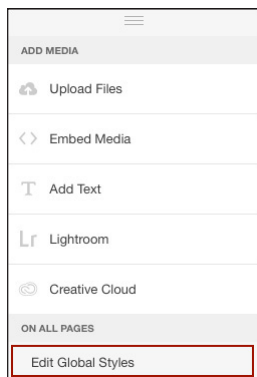
Click "Find files to upload" to add an image to your page, or choose "Skip this step" (you can always add images later).



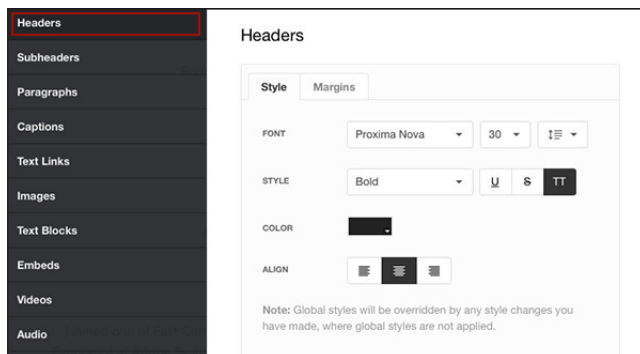
Portfolio crates a new, blank page. Click Add Text on the floating remote to add your contact and bio (or whatever information you've chosen to add).



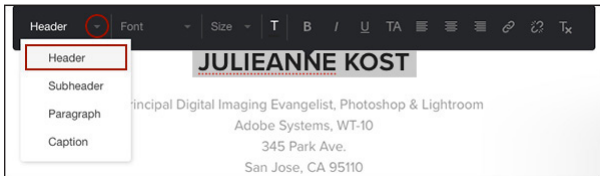
Editing text. Click Edit Global Styles on the floating remote to make site-wide changes to text styles (if you wanted to change the default style for all of the headers in the layout, for example).



Chose Headers, Subheads, Paragraphs, or Captions etc. from the list. Any changes made to these settings will be reflected throughout your portfolio (i.e. on other pages).



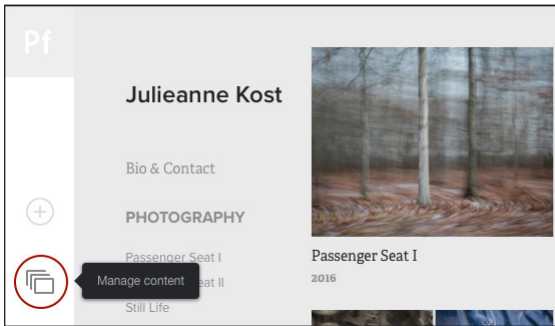
To apply text styles and customize text, click-swipe to select the desired text and use the pop-up format bar to assign a different style, font, size, color, case, or alignment, and even add links .



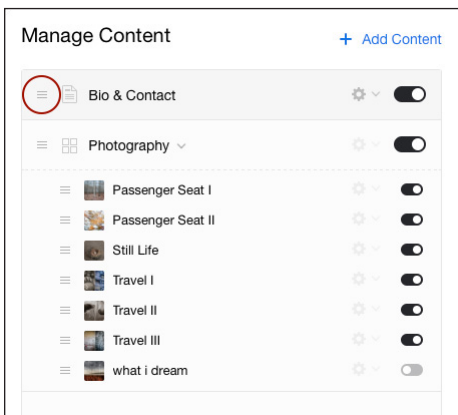
Note: swiping to select text starting at the beginning of my name and swiping to the right displayed the format bar. I noticed that when I swiped from the end of the text block to the beginning (right to left) the format bar wasn't always displayed.

When finished, click Update Page. Then, click Back to Home. At any time you can return to the page by clicking on it in the navigation panel.

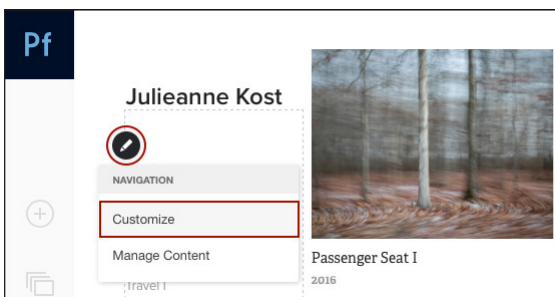
Reordering pages. To reorder the Bio & Contact page below the Photography gallery, click the Manage Content icon from the left margin.



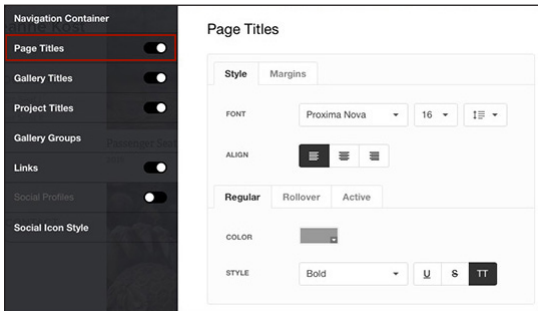
Use the grabber handle to drag the page below the gallery. Click Done when finished



To modify the navigation style (font size etc.), click the pencil icon on the home page and choose Customize.



Select Page Titles and make any necessary modifications (don't forget that you might want to change the rollover and active states depending on what changes you make to the regular options), and click Done when finished.



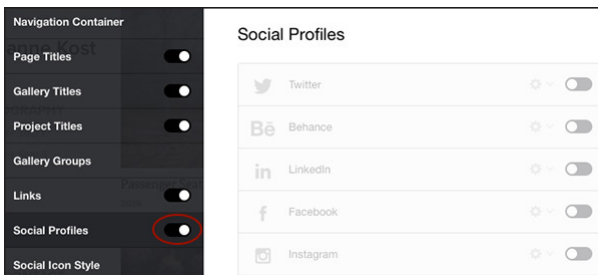
Follow the same steps to add additional pages (such as an artist's statement), reorder, and customize the navigation.

Link social profiles. Ok, now it's time to link to our social media properties and add icons. Thankfully, Portfolio makes this really easy.

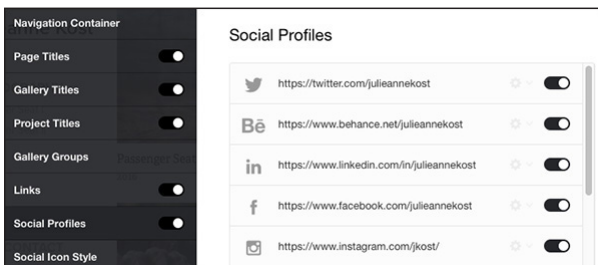
Hover your cursor over the navigation area, click the pencil, and choose Customize.



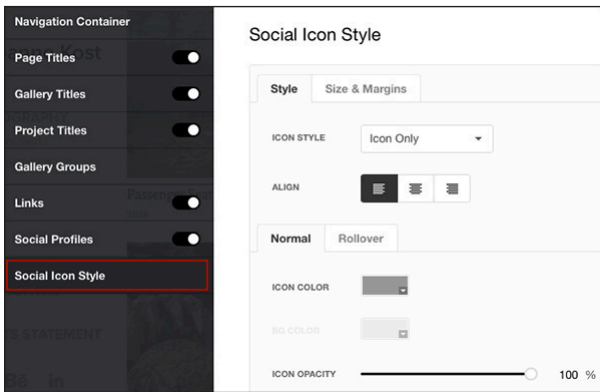
Toggle the switch to enable Social Profiles.



Toggle the switch for the desired property and enter your custom URL.



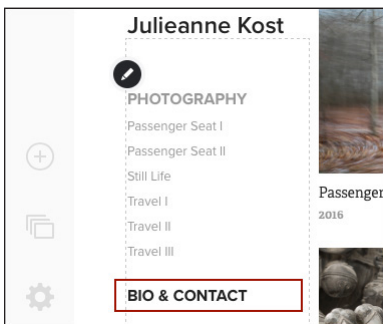
Then, click Social Icon Style and customize the icon style, alignment, color, margins etc., as desired.



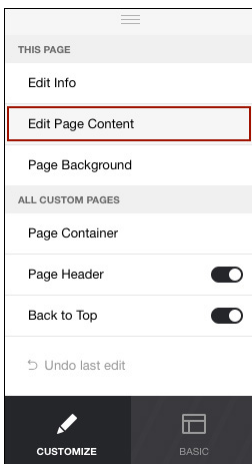
Assignment #6 - Creating Links

There are two different types of links. First we will use the text formatting bar to create a link on a page, and then we will create a direct link within the navigation.

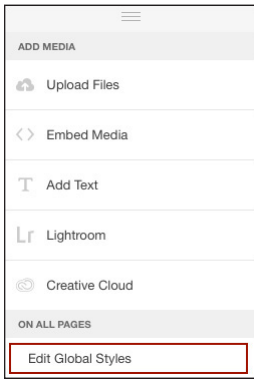
Linking text. To add a link to the text on the Bio and Contact page, click the name of the page in the navigation area.



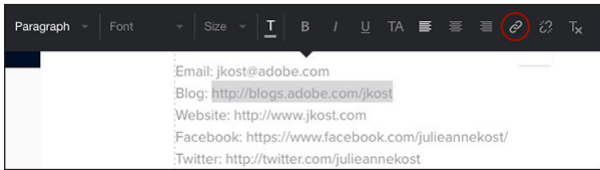
Then, click Edit Page Content in the floating remote.



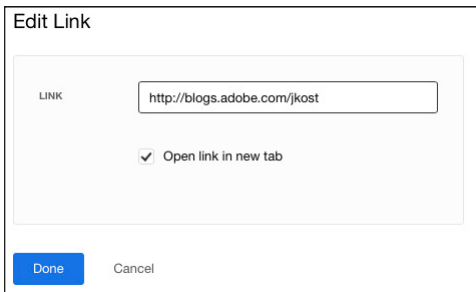
Optional: to customize the default style of links created throughout the site, on the remote, select Edit Global Styles . If you change settings, click Done to set the new default style for links throughout your site.



To assign a link to text, select the text and click the link icon in the pop-up format bar.

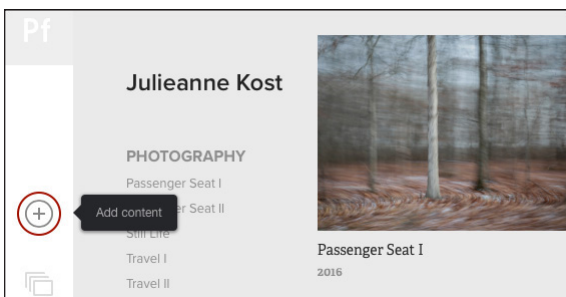


Add your link and choose whether or not to Open link in new tab.

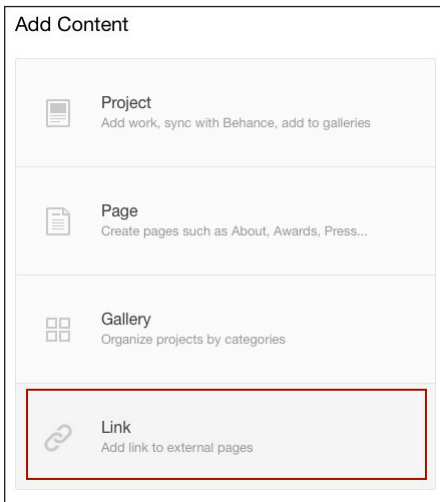


Click Done and then Update Page. Once the page is updated, click Back to Home.

Creating linked navigation. You can easily add a link in the navigation to quickly take your viewer to another social site such as your blog. Return to the home page, and click the Add Content icon in the left margin.



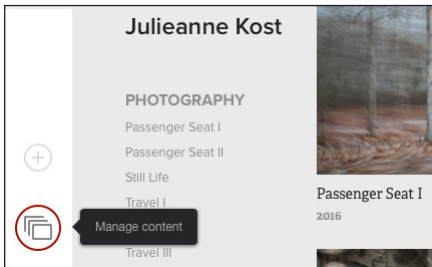
Choose Link.



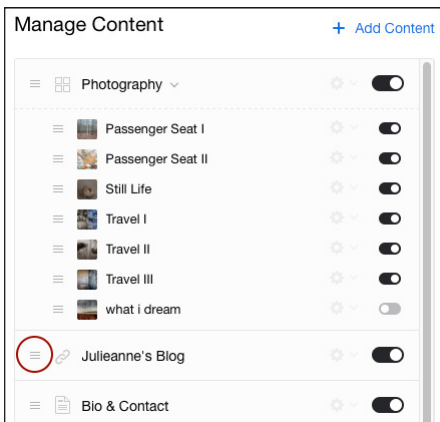
Name the link, enter the URL, and choose to Open link in a new window (if desired). Click Add Link.



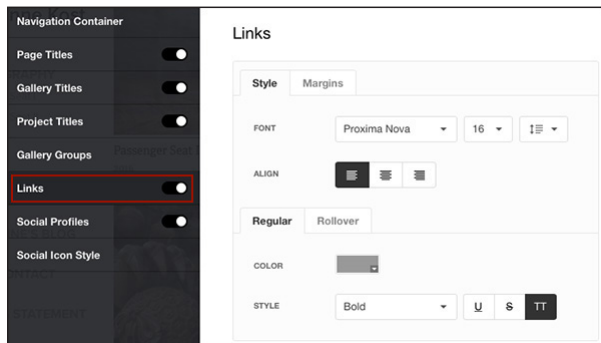
To reorder the link in the navigation, click the Manage Content icon.



Drag the grabber handle to rearrange.



To change the style for the Link, click the pencil icon in the Navigation area, and choose Customize. Click the Links option and change the style and margins as desired. Don't forget that you might want to change the rollover and active states too.



Note: you can also add a "mail to" link. I don't have one on my site, but you would follow the same steps as above, but in the Link options dialog, enter the name of the link (Email Julieanne, for example) and then enter the mail address (mailto:contactme@gmail.com, for example). The help system has additional information on adding a "mail to" link if those steps aren't working.

To preview your site, click the Preview button at the bottom of the screen and test out the links. Click the icons along the bottom of the screen to preview your Portfolio on different devices. Because Portfolio uses responsive design, it will adapt its layout across devices of different different shape and sizes.



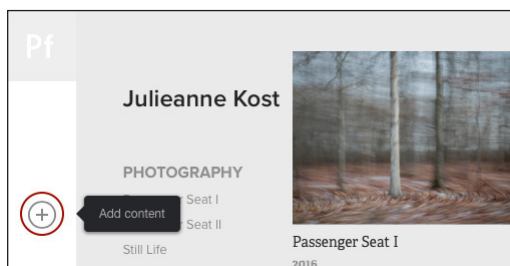
Assignment #7 - Adding Video

Portfolio currently supports embedding video from the following sources: Vimeo, YouTube, Adobe TV, Giphy, Blip.tv, Dailymotion, SoundCloud, Mixcloud, Bandcamp, Scribd, Google Maps, Wufoo, SlideShare, Prezi, Sketchfab, Issuu. This means that you don't upload video directly to Portfolio but instead, use the embed code from the site that hosts your video.

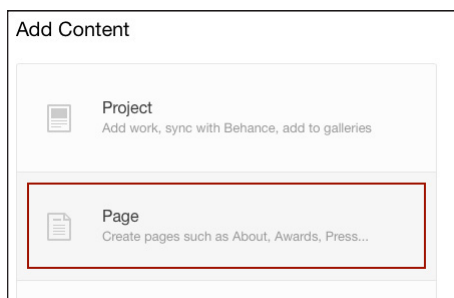
Adding video to a project or to a page.

To import video on a page. You can use a page that you have already created, or make a new page. In this example, I'm going to create a dedicated page that will display slideshows that I've created and posted to YouTube, but you can add video to any page (for example, the contact page that we created earlier in the week).

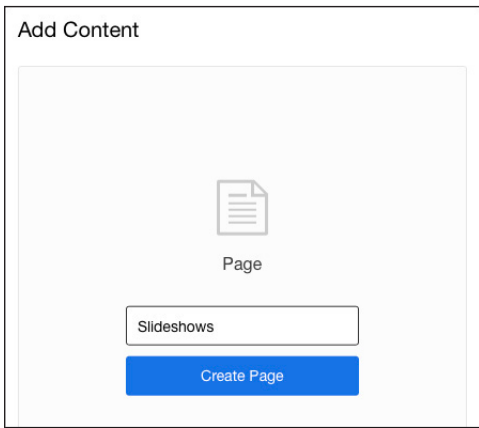
To get started, click the Add Content icon in the left margin.



Choose Page.

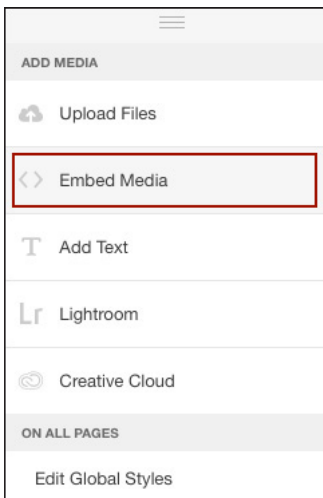


Name the page and click Create Page.

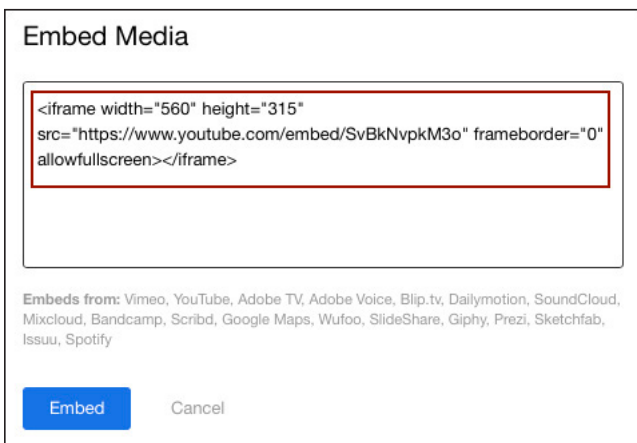


Click "Find files to upload" to add an image to your page, or choose "Skip this step" (you can always add images later). Portfolio creates a new, blank page.

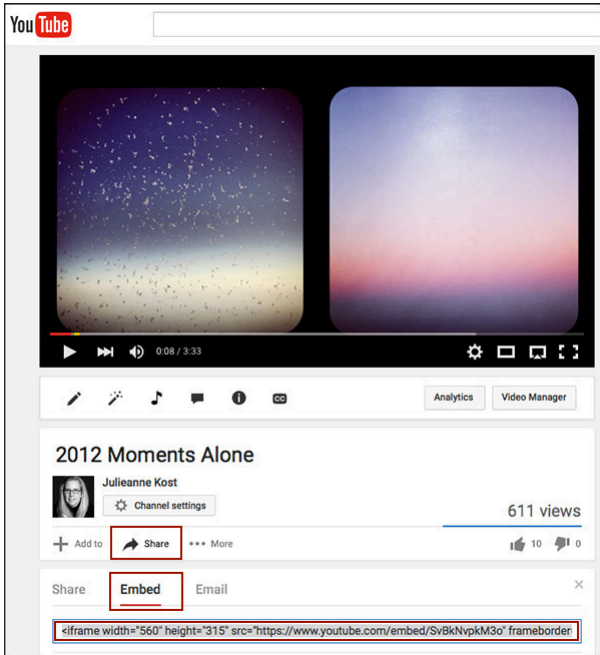
On the floating remote, click Embed Media.



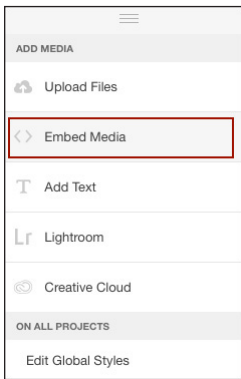
In the Embed Media window, paste the embed code for your video and click Embed.



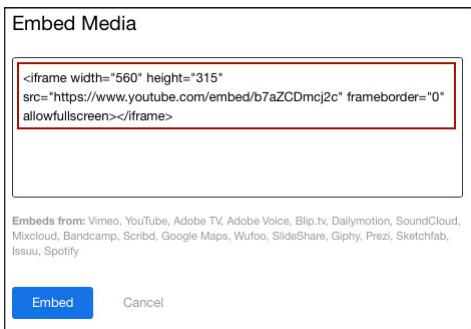
Note that the embed code is different from the Web Address. On whichever site you used to post your video, look for a button that says “embed”. In the case of YouTube, click the Share button (under the video), and then click Embed. Copy the code in the space below, return to the Embed Media window in Portfolio, and paste the embed code for your video.



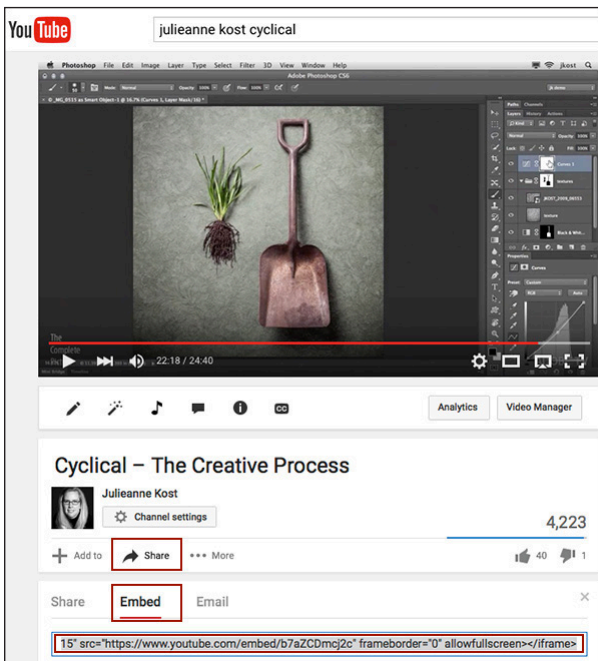
Use the floating remote and choose Embed Media.



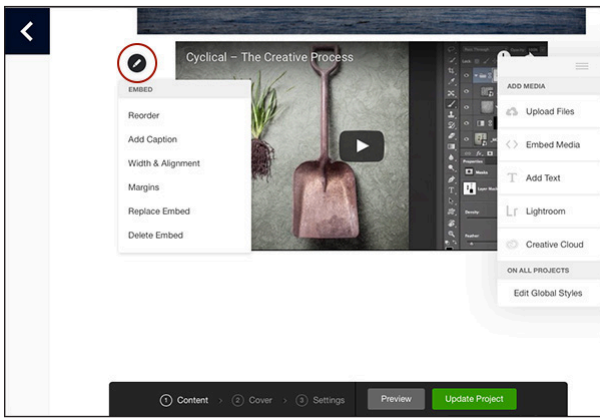
In the Embed Media window, paste the embed code for your video, and click Embed.



Note that the embed code is different from the Web Address. On whichever site you used to post your video, look for a button that says “embed”. In the case of YouTube, click the Share button (under the video), and then click Embed. Copy the code in the space below, return to the Embed Media window in Portfolio, and paste the embed code for your video.



Click the pencil icon next to the video to reorder, add a caption, change width and alignment, resize margins, replace, or delete the embedded video.

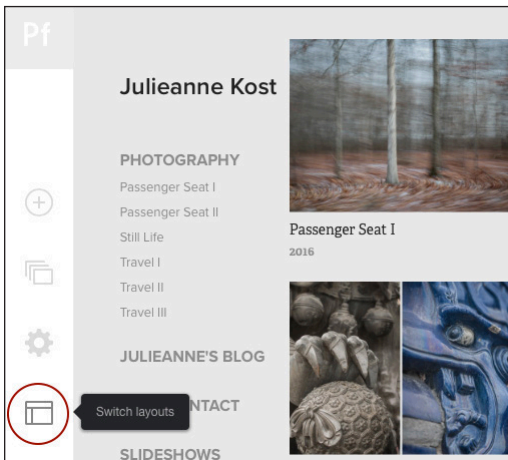


Use the floating remote to add more videos, images, and so on. When finished, click Update Project, and then Return to Home.

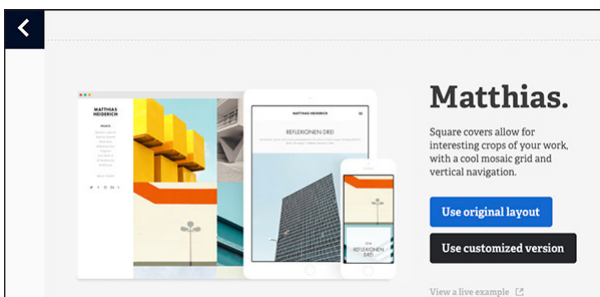
Assignment #8 - Changing the Layout

It's very easy to change the look and feel of your site by changing the layout. At this point, I'm sure that most of you are happy with the design that you are working with but sometimes it's a good idea to try out different looks to reinforce what is (or what is not) working for you. Then, we'll spend a little more time with the floating remote to help speed up your editing.

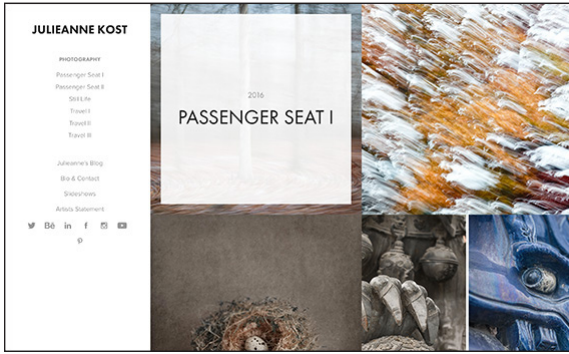
Change the layout. It's easy to preview your work (the content of your portfolio) in any of Portfolio's five different Layouts. When you switch from one layout to another, a separate version of your Portfolio will be saved. Only the contents of your Portfolio site will be carried between the layouts. This enables you to modify the styles within each layout independently of one another. And, at any point, you can return to the current version of any layout or, reset any of the layouts to their default settings. Click the Switch Layouts icon in the left margin of the Portfolio editor.



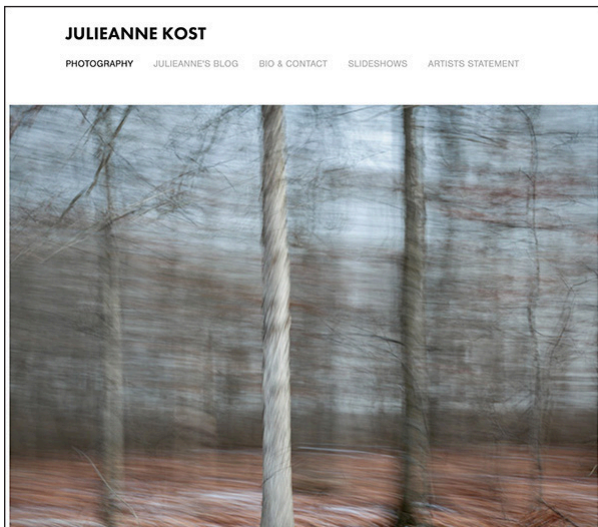
I started creating my Portfolio site using the Sawdust layout, so I'll choose Matthias to see the difference. (The screenshot of the options (below) are different because I have previously gone through all of the layouts.) If you haven't selected the Layout before, you should choose to "Use this Layout". If you had previously selected the layout, choose "Use original layout" to start with the default Matthias layout, or choose "Use customized version" if you had previously selected and modified the layout and want to use the modified version as your starting point.



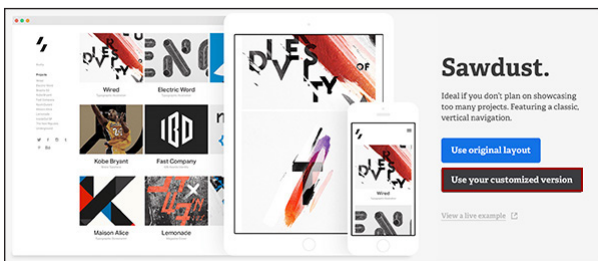
I like the overall look, especially the way that rolling over the project covers displays their name and year on white. (FYI - the fourth project's cover is a single JPEG file that displays two images. That's why you see two images.)



Click the Switch layouts icon in the left margin and try Lina. I still prefer Sawdust for my Portfolio.



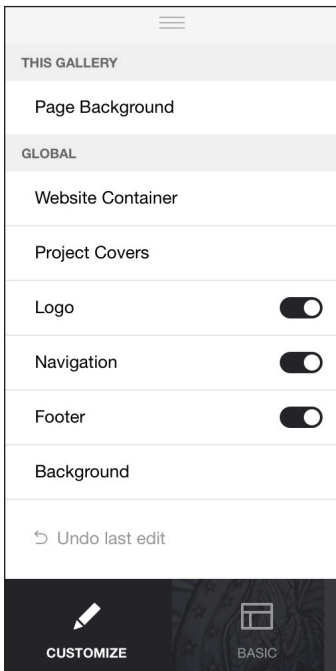
Returning to your modified layout. If and when you decide to return to the layout that you originally selected and then modified over the past eight days, IT IS VERY IMPORTANT that you choose to "Use your customized version" when returning to your layout. Selecting the customized version will apply all of the modified attributes and styles (such as text styles in the navigation area as well as projects and pages) that you applied during the previous days of the challenge. WARNING: If you select Use Original Layout, Portfolio will reset all customized attributes and styles setting that you had previously applied.



Using the Floating Remote. Now that you've gotten more comfortable working with Portfolio's editor, I want to point out that using the floating remote can often be a quicker way to edit the contents or attributes of your site. You've probably noticed by now that depending on what part of the layout is being edited, the contents of the floating remote will display different options. More often than not, I find this to be a faster way to navigate and make changes (similar to using the context sensitive menus or keyboard shortcuts in Photoshop). Plus, I really like the way that the floating remote highlights the area associated with the option (by adding a diagonal stripe) so that you know what you're going to be editing if you select that option.

Here are a few options that you might not have run across thus far. When you are on the main page of your portfolio, you can use the floating remote set to Customize to modify the:

- Page Background - add a background image to the landing page (use Global Background to apply a background to all pages).
- Website Container - customize the website container and layout options (including the position of the navigation).
- Project Covers - modify number of columns, gutters, and spacing.
- Logo - quickly change the site title and add site caption if desired.
- Navigation - access and change nav styles and spacing.
- Footer - customize text style and margins, width of footer information and social media icons.
- Global Background - add a background image to your site.



Note: Some of these options differ depending on the selected layout.

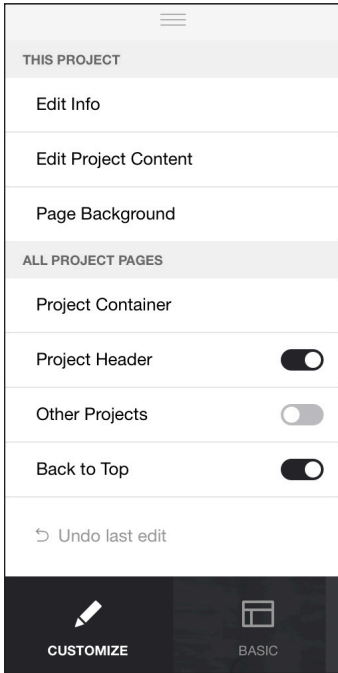
Click the Basic option to change the colors schemes and default font used throughout the site.



When you click on a project in the navigation area, or are editing the content of a page, other options specific to that task appear in the floating remote enabling you to modify:

- Edit Info - edits the information about the projects such as the title, date, description, custom field, and creative fields.
- Edit project content - displays additional options including uploading files, adding images from Lightroom or Creative Cloud, adding text, and embedding media. When you finish changing the contents of the project, choose Update project to apply the changes.

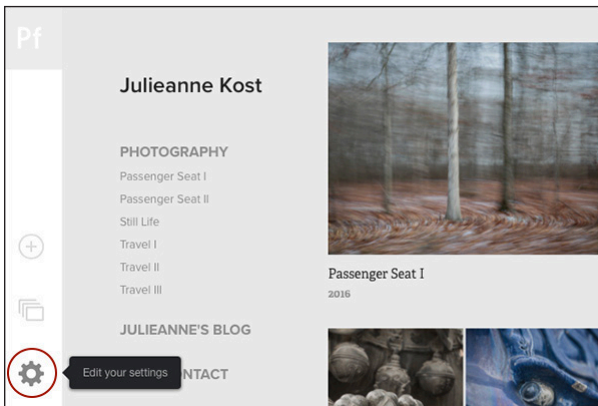
- Page Background - adds a background image to the landing page (use Global Background to apply a background to all pages).
- Project Container - modify the margins and spacing for the project.
- Project Header - change the style and content of the project container, title, creative fields, custom field, and project date.
- Other Projects - enabling this option allows you to control how many other projects are displayed at the bottom of the project.
- Back to Top - customize the footer area of the site.



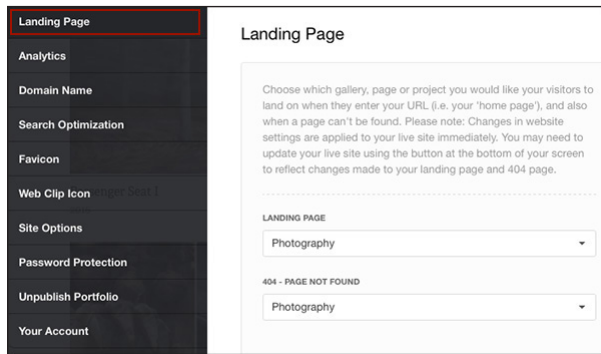
At first all of the customizable options can be overwhelming, but remember, you don't have to customize any of the layout styles or other default settings. All you need to do is add your content. Then, as you get more familiar with the interface, or when you decide that you want to customize any aspect of your Portfolio site, you can.

Assignment #9 - Advanced Settings

Advanced settings. To edit the settings, in the left margin, click the Settings Icon.

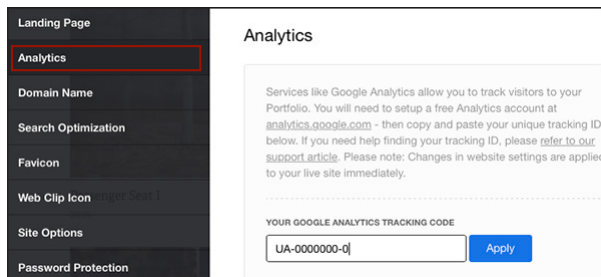


Landing Page. Your landing page is your opportunity to make your best impression. I kept my portfolio simple with only a single gallery and use it as my landing page so that viewers of my site immediately see and gain insight into the type of work I create. Of course you can set your landing page to be a different page (like your contact page) or specific portfolio - it's up to you how you guide your viewer though your site. You will also want to set a default page to be displayed if a page can't be found.



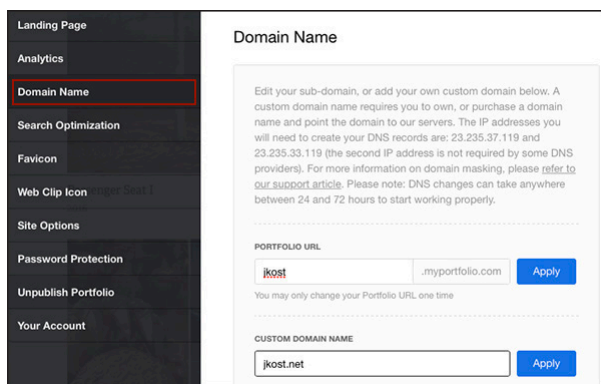
Analytics. If you want to use Google Analytics to track visitors to your portfolio, enter your tracking ID.

Use this link for step by step instructions for finding your tracking ID.

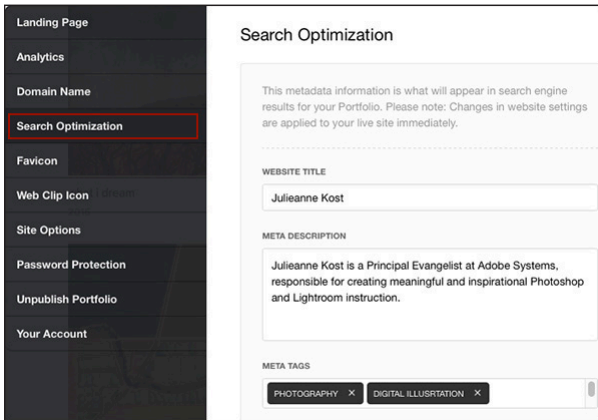


Domain Name. Every Portfolio user has a unique URL (username.myportfolio.com). You can simply use your default user name or modify it (jkost.myportfolio.com or julianne.myportfolio.com for example), and be done with it.

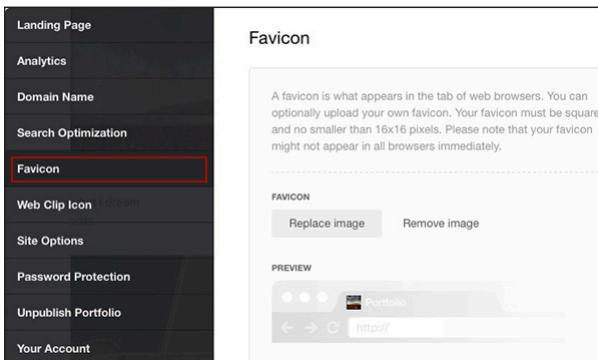
Or, if you want to get more advanced, you can use a custom domain name (which you will need to purchase and point to the Adobe Portfolio servers). Custom domains can give you improved exposure on search engines, add a personal touch to your site, and are easier to promote (jkost.net might be easier for my viewers to remember than jkost.myportfolio.com). To use a custom domain, follow the instructions here to make sure that it's pointing to the Adobe servers. Note: modifying your domain's DNS settings has to be done through your DNS provider, not Adobe Portfolio.



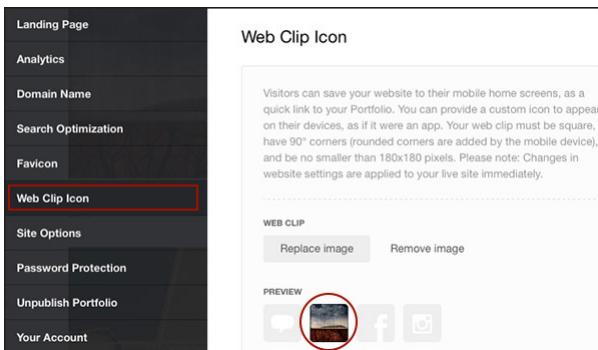
Search Optimization. This is where you want to add information to help search engines get to know your site and its contents. Be sure to add the website title, a description of the site, and meta tags that will help search engines find you.



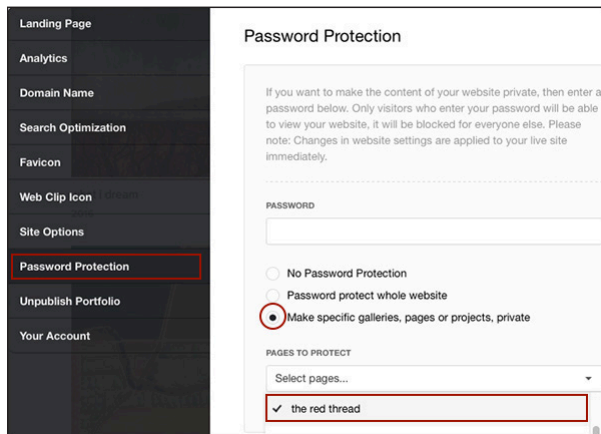
Favicon. You want to select an image/icon that best represents your work or brand. The image needs to be square and look good really small (but larger than 16 x16 pixels) because it's going to appear as a little image/icon in the browser tab when people visit your portfolio.



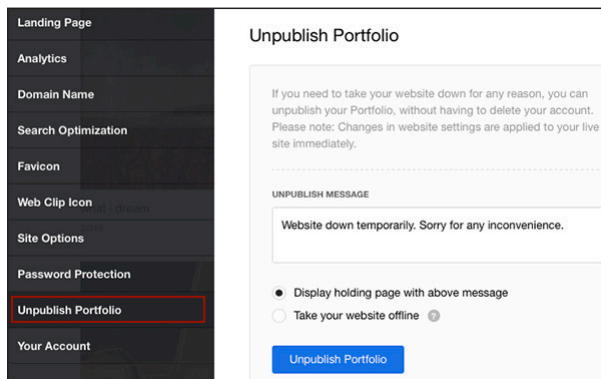
Web Clip Icon. You want to select an image/icon that best represents your work or brand. The image needs to be square (the corners will be rounded automatically), and look good fairly small (but larger than 180 x180 pixels). When someone saves your website to their mobile home screen as a quick link to your portfolio, this image/icon will appear (as if your site was an app).



Password Protection. If you need to make the content of your website private, then enter a password. Password options can be set globally (for the whole site or for specific galleries, pages, or projects).



Unpublish Portfolio. If you ever need to temporarily hide your portfolio, you can choose to post a temporary message (a holding page) or, you can remove it completely by clicking unpublish.

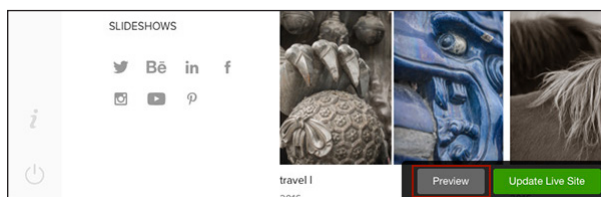


Manage Account. Here is a direct link to your Adobe Account if you ever need to review your information (change password, communication preferences, etc.).

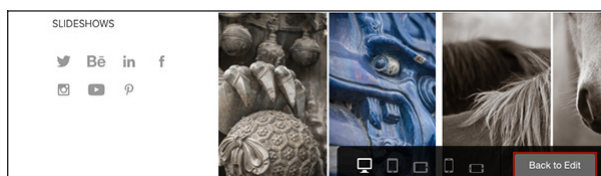
Assignment #10 - Preview and publish your Portfolio

We're almost there! First we are going to preview our portfolio to make sure that everything is working as it should be, and then we will publish it to the world.

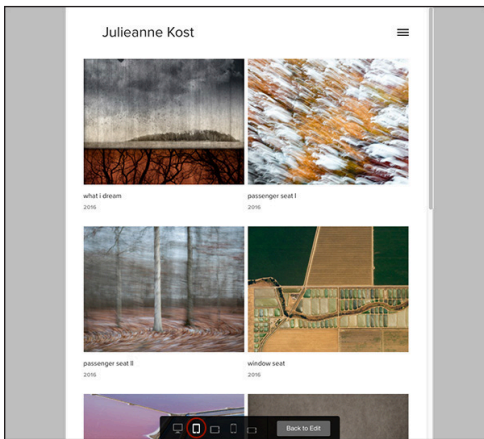
At the bottom of the screen, click the Preview option.



Use the navigation to click through your galleries, projects, pages, and links. If you see anything that you need to change, click Back to Edit and make the necessary changes.

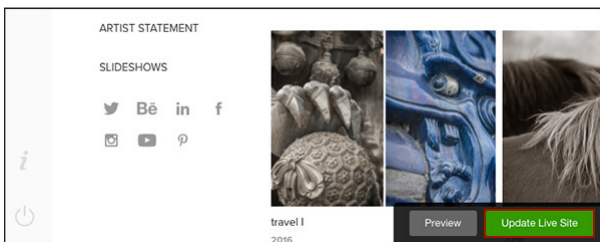


Then, click Preview again and click the other preview icons to see how your portfolio will display across devices.



Once you've confirmed that everything is working as you want it to, click Back to Edit.

Click Update Live Site. Don't worry you can still make changes to your Portfolio even after your site is live.



Fantastic, your Portfolio is live!