

Portfolio Compilation Instructions

The goal of the assignment is for you to collect all of your personal reflection and life planning files from the second half of the course into a single document for preservation and ease of review in the future. Here are the steps that can be used to create your portfolio.

1. Save your *YouMap Profile*, *Younique Sweet Spot Summary*, and *Younique Life Plan Snapshot* as PDF files if they are not already saved that way. It will make them easier to copy-and-paste later.
2. Open a new Word document and insert a properly formatted title page.
3. Insert page numbers centered at the bottom of the page in TNR 12 font. Title page is unnumbered as usual.
4. Open each PDF file to be compiled into the portfolio and use the Adobe snapshot feature to copy the image and paste it into the portfolio file. Open each Word document, use the Word Select All feature to copy-and-paste the information into the portfolio file. The required portfolio items are:
 - Myers-Briggs results
 - Basden-Johnson results
 - Clifton Strengths results
 - Personal Reflection on your results from the above three instruments
 - *YouMap Profile*
 - *Younique Sweet Spot Summary*
 - *Younique Life Plan Snapshot*
 - Résumé
 - *Curriculum vitae* (c.v.)
 - Life Renewal Plan
5. The *Life Plan Snapshot* will require you to adjust the Word Layout settings for that page to landscape orientation, legal size page. You can then size the snapshot from the *Life Plan Snapshot* PDF to fit on that page. Subsequent pages should be reset to the standard portfolio orientation, letter size page.
6. Once all the above portfolio items are in the portfolio Word document, save it as a PDF and submit it in the online classroom.
7. Contact the professor with any questions.