

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 wcsu.optimalresume.com.

To Create an Account:

1. Log into 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

Drop-In Hours:

Mon – Fri 9:00 to 4:00



OptimalEfolio Help

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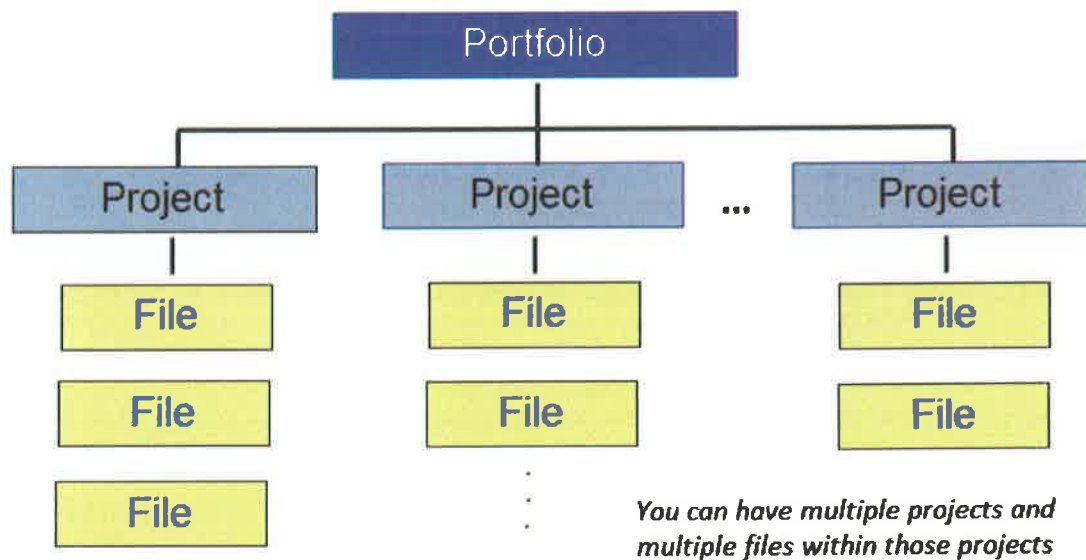
Getting Started

➤ 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:

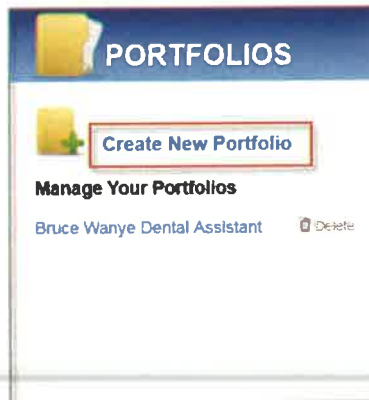
<ul style="list-style-type: none">• MS Word Documents (.doc and .docx)• MS Excel Documents (.xls and .xlsx)• MS PowerPoint Presentations (.ppt and .pptx)• Portable Document Format (.pdf)• WinZip Files (.zip)• Plain Text Documents (.txt)• Rich Text Format (.rtf)	<ul style="list-style-type: none">• JPEG 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

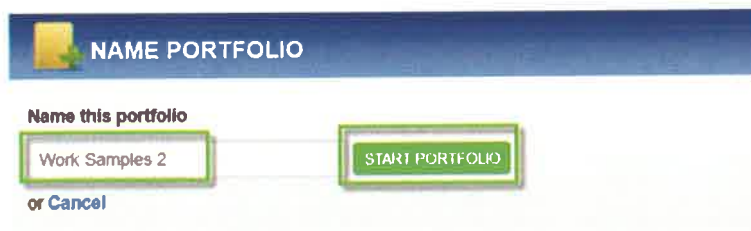
Creating Your Portfolio

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**.



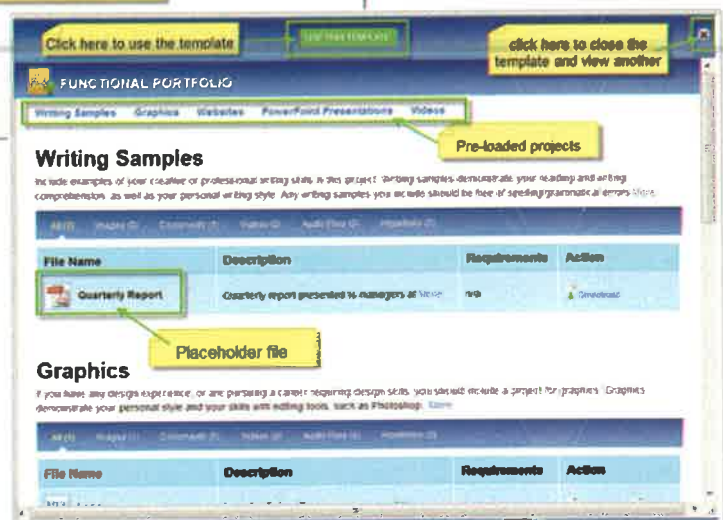
3. Select how you would like to build your Portfolio.

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.



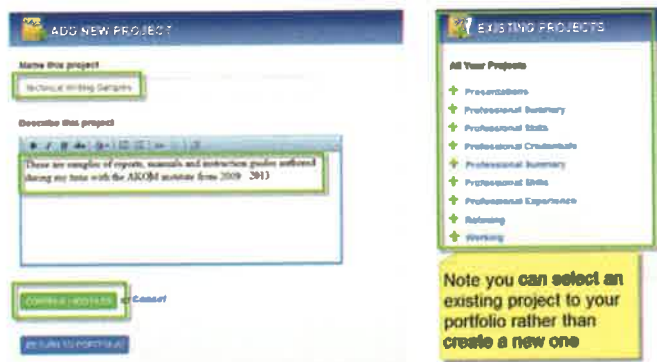
Mouse over the template names to see a description of that template. Clicking a template title will display the projects that will pre-load for you. When you find one that you want, click the **Use This Template** button. If not, click the X to close the display and try another.



- 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.

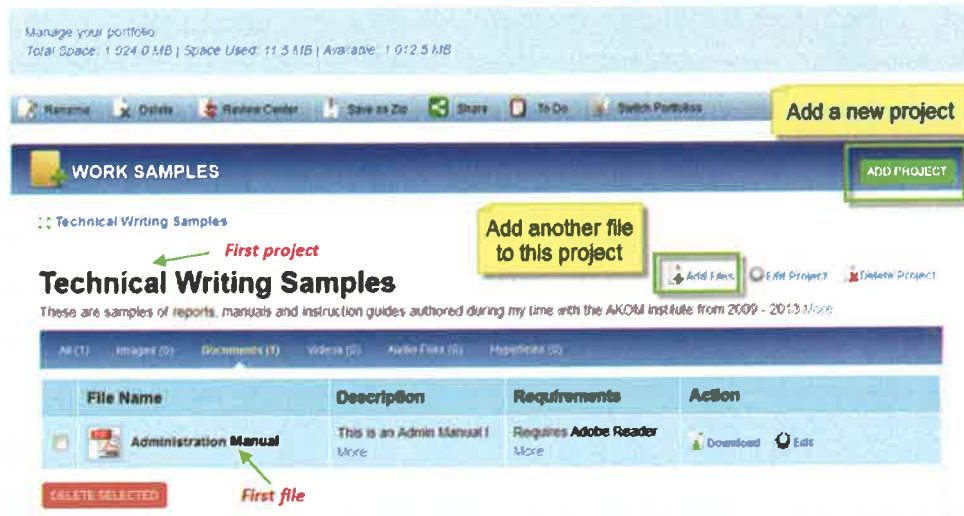
For example, if it is a MS Project file you may want to indicate that MS Project is required to view the file.

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.



Project Tools

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



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.

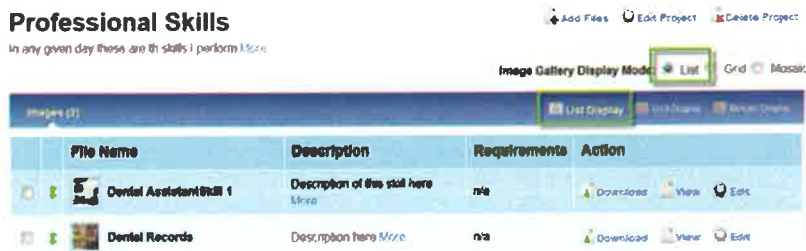
View – view a specific file within the project.

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

Images (1)

Let Center Grid Mosaic (selected)

About Me...

Technically trained and skilled justice fighter with over 30 years hands-on experience fighting crime in an urban metropolis

Manage your portfolio
Total Space: 1.024.0 MB | Space Used: 45.7 MB | Available: 978.3 MB

Document Toolbar

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.

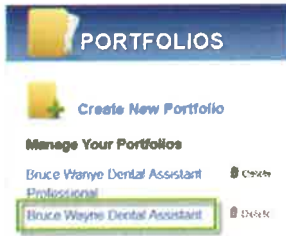
Share – generate a link to easily share your portfolio on various social media.

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.

Post-production Tools

Editing your Portfolio

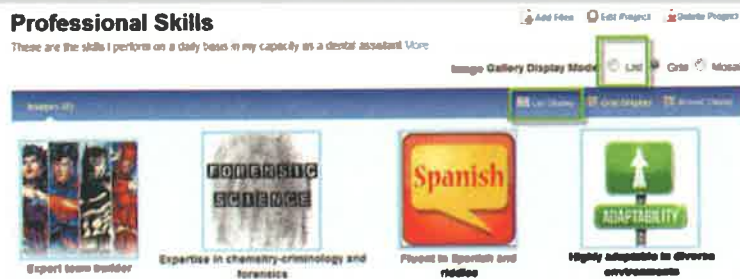


To edit a portfolio at a later time, click the portfolio's name in the Document Center. This will bring you back to the editing page where you can save new changes to your document.

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
Ice cream	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:

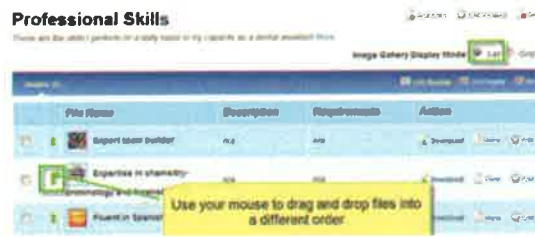
1. Use the green arrows to drag the projects into the desired order.

Use your mouse to drag and drop projects into a different order

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.

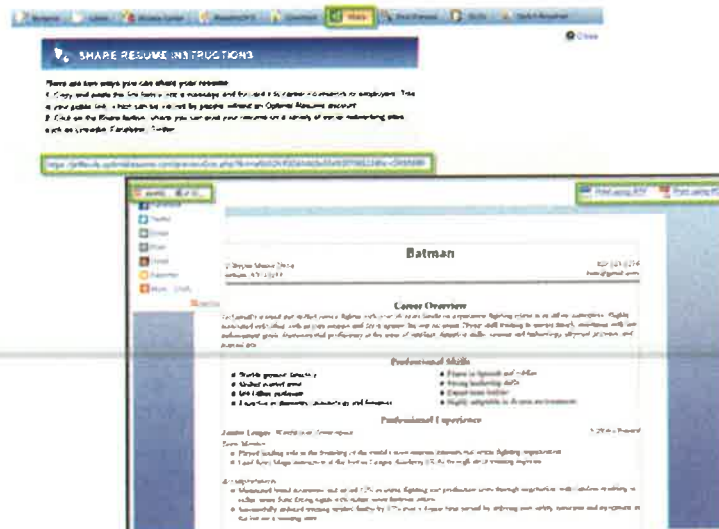


2. **Number your files** when naming them such that when alphabetized they will be in the order you desire. For example: 1. Expert Team Builder; 2. Fluent in Spanish Skills; 3. Expert in Chemistry and Forensics.

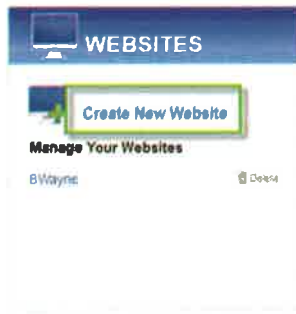
➤ Sharing your Portfolio

There are two ways to share your portfolio quickly and easily:

The Share Button - Copy and paste the generated link into a message and forward it to career counselors or employers. This is a public link, which can be viewed by people without an OptimalResume account. Or, click on the Share button, where you can post your document on a variety of social networking sites, such as LinkedIn, Facebook, Twitter.



Create an OptimalWebsite - We recommend that you create an OptimalWebsite that contains your portfolio in order to easily share your files online with employers. If you haven't already, create a website in the Website Builder and select your desired portfolio from the list of available portfolio. For more information, refer to the Website Builder help guide.



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.