

## Part I: Preparing your Portfolio Documents for Submission

Before you even log into Blackboard, you should prepare your documents for electronic submission in Blackboard.

**Step 1: For each submission, make sure you have all your documents in an electronic format (as Word, PDF, PPT, or GIF files). If you only have paper versions of your supporting documents or “artifacts,” you will need to \*scan those documents to create electronic versions.**

\*Scanners are available in the Westchester and Rockland offices. See Adam Deyglio ([adam.deyglio@liu.edu](mailto:adam.deyglio@liu.edu)) or Leon Hubbard ([leon.hubbard@liu.edu](mailto:leon.hubbard@liu.edu)) for assistance. Once you have created electronic versions of all your documentation, you will create one main Word document with all supporting artifacts and rationales embedded into that main document. We will call that main document the “parent” document. The file formats you can use for your embedded artifacts in your parent document are: Word, PDF, PowerPoint, or image files – like GIF or JPEGs. *Note: You should not embed audio or video files into your parent document. The size of the document will become too large. The directions for how to embed artifacts and rationales into your parent Word document are detailed below.*

**Step 2: Create one main (parent) Word document for each submission.**

**Submission #1 should include the following:**

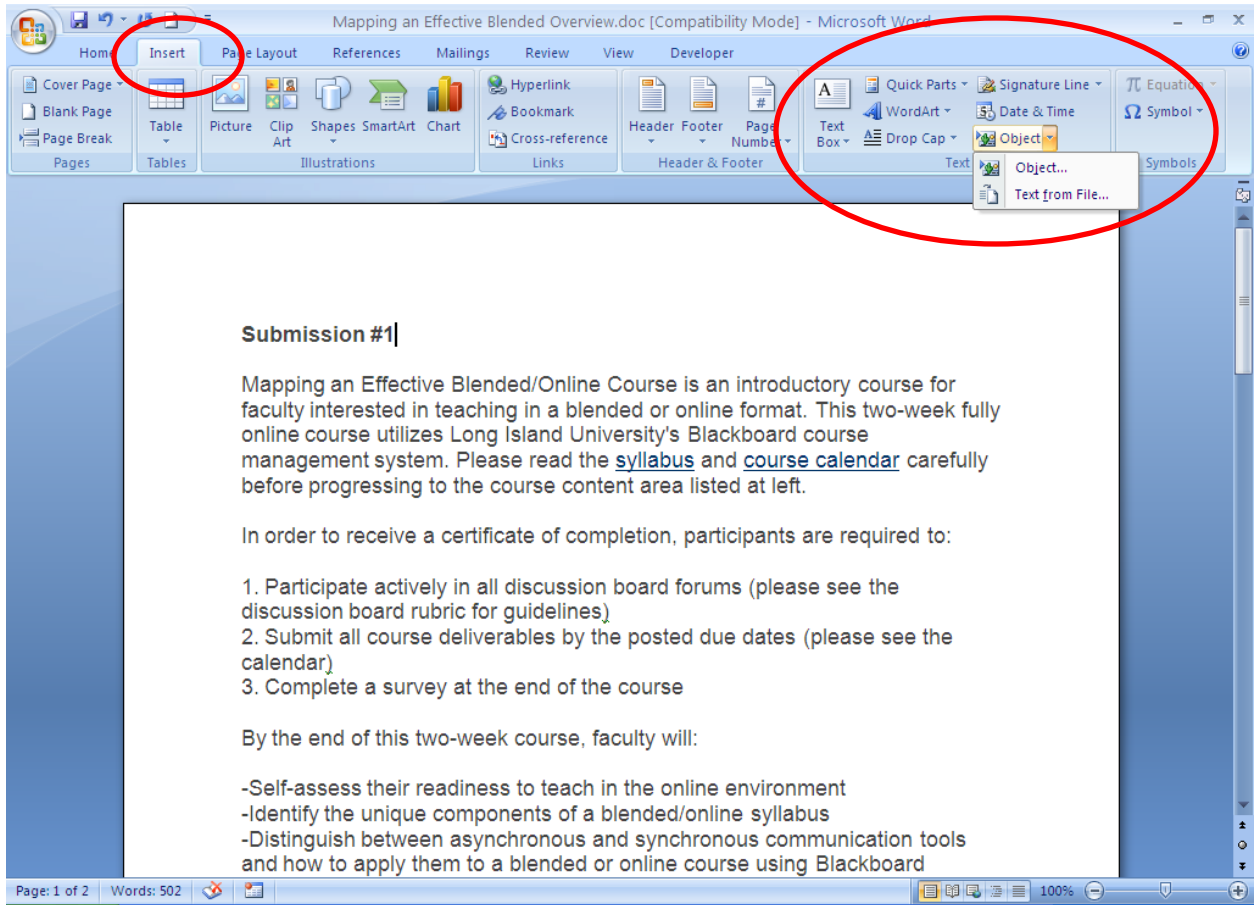
- Title Page
- Introduction
- Response to Question # \_\_\_\_\_; Section # \_\_\_\_\_
  - Artifact and Rationale (embedded)
  - Artifact and Rationale (embedded)
- Response to Question # \_\_\_\_\_; Section# \_\_\_\_\_
  - Artifact and Rationale (embedded)
  - Artifact and Rationale (embedded)
- Conclusion
- Works Cited

**Submission #2 should include the following:**

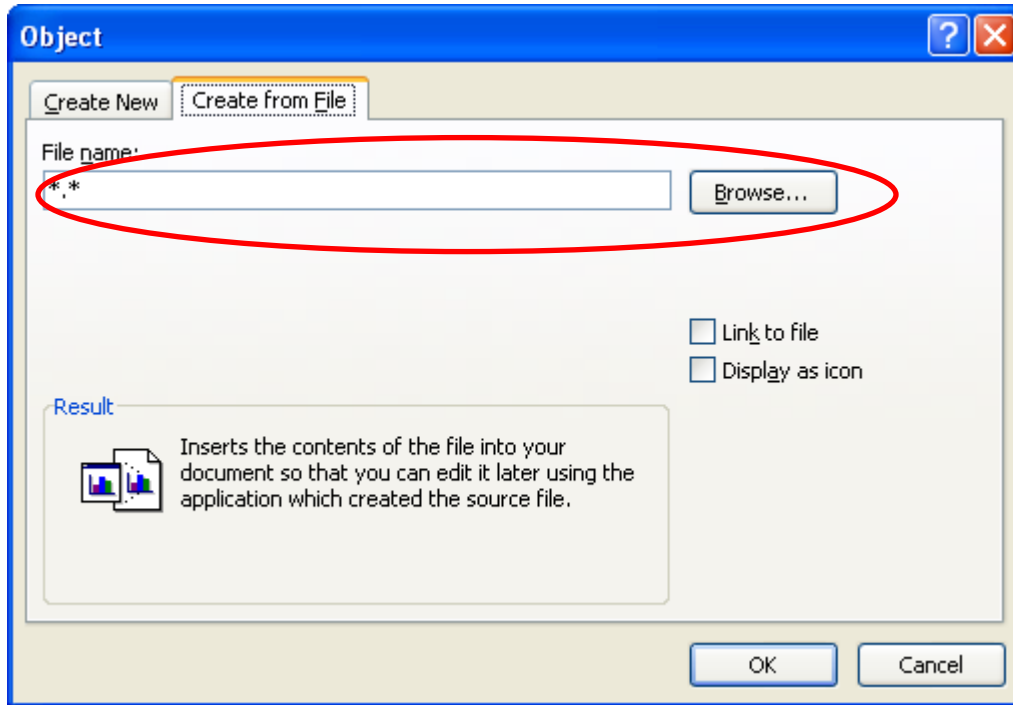
- Title Page
- Introduction
- Response to Question # \_\_\_\_\_; Section # \_\_\_\_\_
  - Artifact and Rationale (embedded)

- Artifact and Rationale (embedded)
- Response to Question # \_\_\_\_\_; Section# \_\_\_\_\_
  - Artifact and Rationale (embedded)
  - Artifact and Rationale (embedded)
- Response to Question # \_\_\_\_\_; Section # \_\_\_\_\_
  - Artifact and Rationale (embedded)
  - Artifact and Rationale (embedded)
- Response to Question # \_\_\_\_\_; Section# \_\_\_\_\_
  - Artifact and Rationale (embedded)
  - Artifact and Rationale (embedded)
- Conclusion
- Works Cited

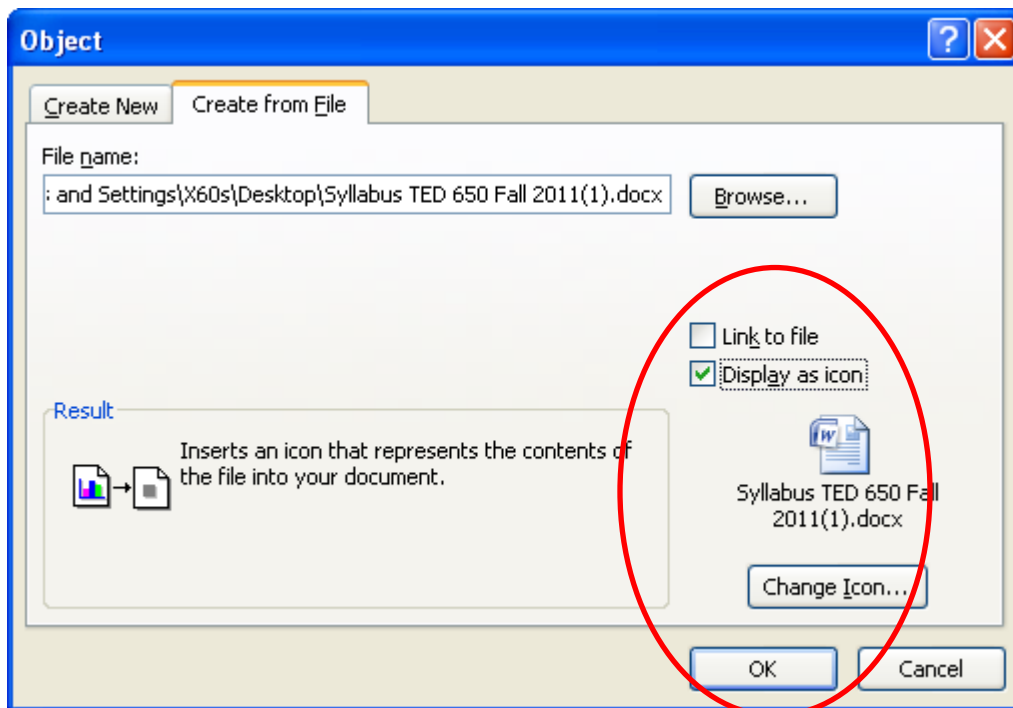
**You will embed all artifact files and rationales into this main/parent Submission document.**



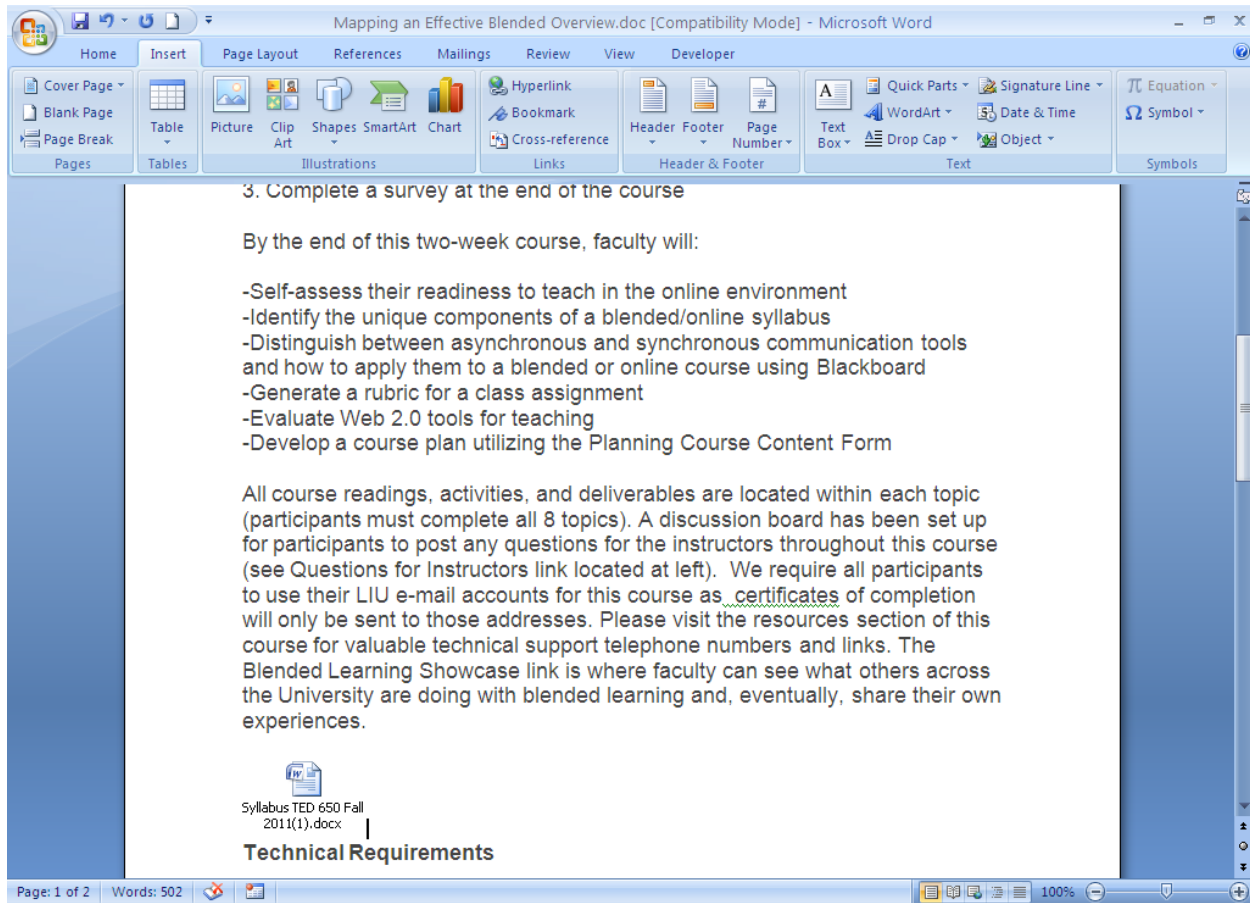
To embed files within a document: Select “Insert,” then select “Object”. (The placement of these options may be in a different location, depending upon your version of Word or if you are using a Mac)



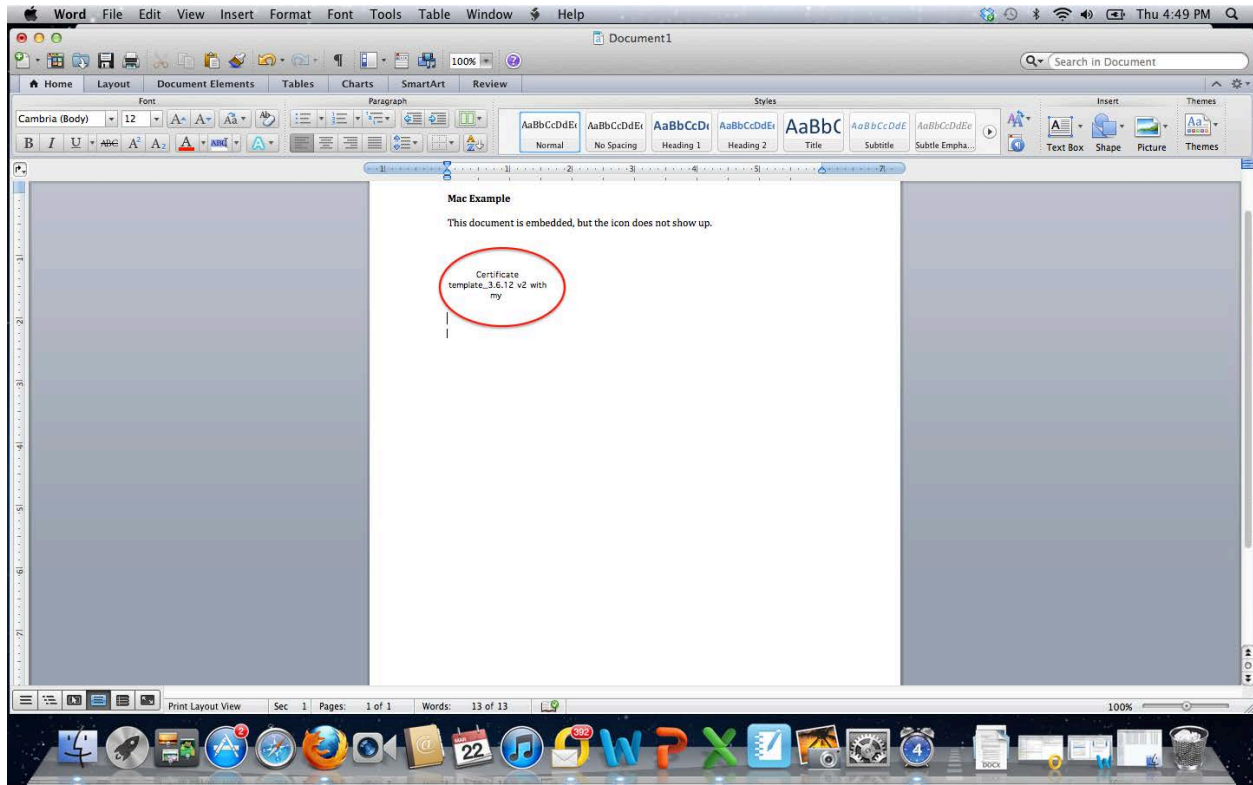
After you select “Insert” “Object,” you will get a dialogue box that looks like this (above). Browse your computer to find the file/artifact you wish to embed in the “parent” document.



When the name of the file you wish to embed appears in the window, select “Display as Icon,” then click “OK.”



Your artifact will appear as an icon in your “parent” document. Repeat this process for all your artifacts. Attach artifact documents at the place in the parent document that is closest to the statement you are trying to support. Once you have attached all your artifacts, you are ready to submit the parent document to Blackboard.



**Note for Mac users:** When embedding Word documents into Word for Mac, the icon image does not show up, but the document is still there (see above). Test this by clicking on the name of the document to insure that it has been embedded.

PDFs cannot be embedded into Word for Macs. If you are a Mac user and want to embed a PDF in your Word file, you will need to:

- 1) Scan your PDF and save it as a JPEG; then embed it into your Mac Word document
- 2) Save your whole submission in a PC version of Word; then embed files into your PC Word doc

### **Step 3: Submit your document(s) in Blackboard**

See instructions for "Part II: Submitting Your Documents in Blackboard."