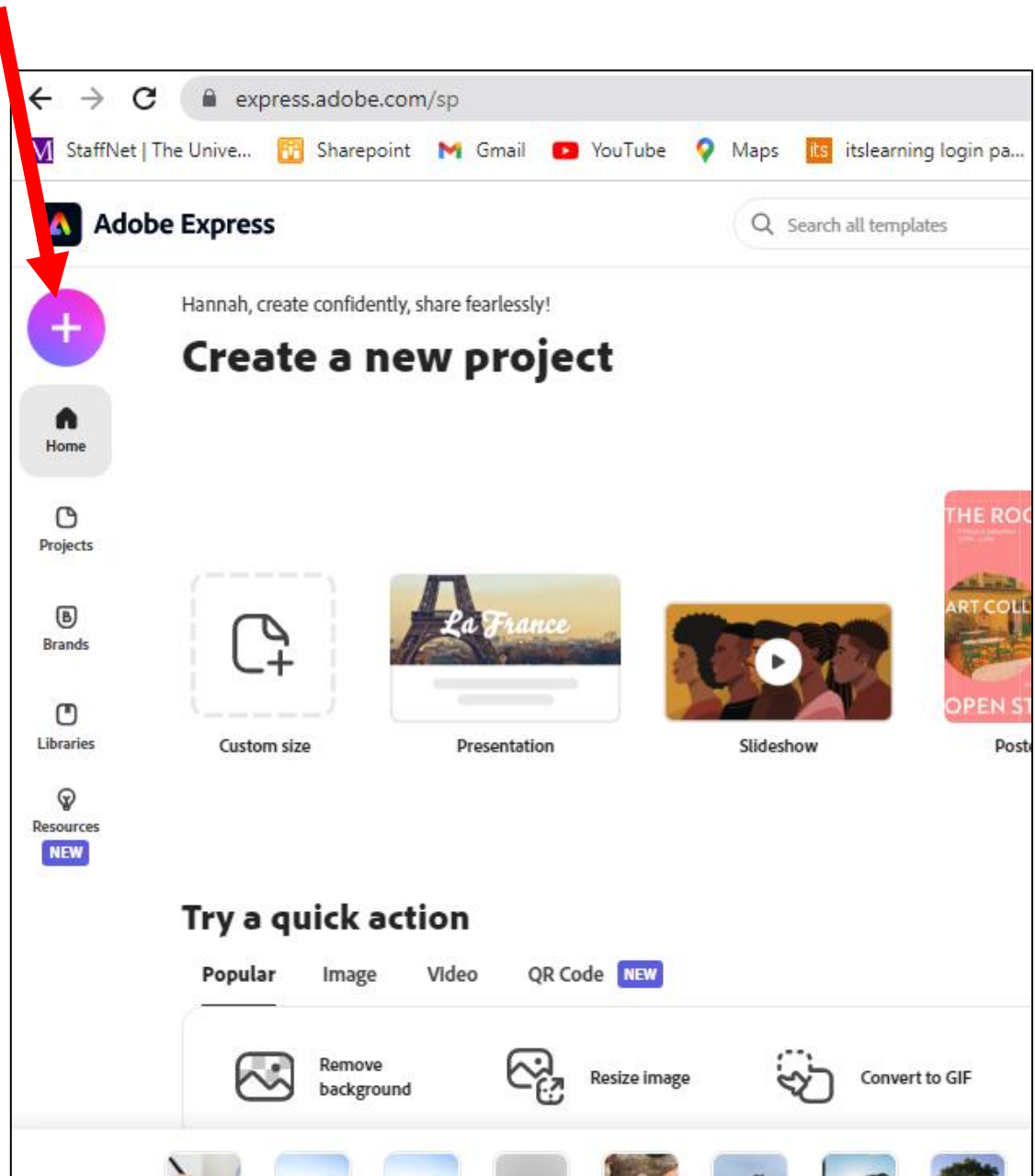
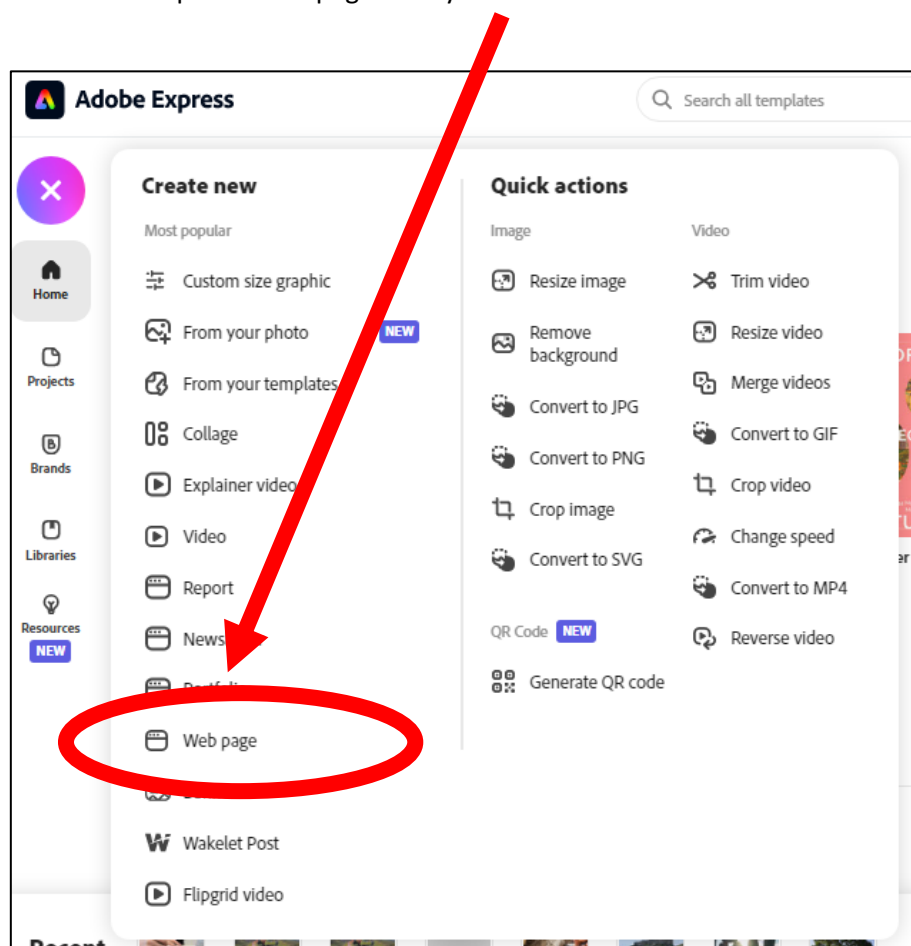


## Step by step instructions for making the online portfolio in Adobe Creative Cloud Express

1. Go to <https://express.adobe.com/sp/>
2. Make an account
3. Go to the home page
4. Select the '+' in the top left corner as per the picture



5. It will bring up a menu like the following menu (but not exactly the same as I have a premium account) – your menu will have the option “web page” and you should select this.



6. You can then add content as per my description in [this video](#)
7. When it is complete and you are ready to publish it to the web click on “Share” and then “Publish and Share link”. This is your live site to share as you wish (and you can continue to update it too) in order to wow employers! BUT you also need to submit it in the traditional way for your assessment so...
8. From your portfolio page click again on “Share” and then “Print”.
9. Select the option to “print as PDF” and this will turn your Creative Cloud Express page into a PDF.
10. Upload the PDF to Turnitin following the same steps as any normal submission.
11. The marker will then use this to will provide comments, feedback and a grade on Turnitin as normal.

NB: If you did the photogrammetry option please could you either give the whole link to it in the portfolio or email the link of your scan to [SALC-CAHAE@manchester.ac.uk](mailto:SALC-CAHAE@manchester.ac.uk)

## **SKILLS PORTFOLIO FAQs**

**THE AESTHETIC FEATURES ARE LOST WHEN I CONVERT IT TO A PDF, what should I do?** *If so you are also welcome to share the link with me but to ensure it is anonymous please send it to the CAHAE admin team ([SALC-CAHAE@manchester.ac.uk](mailto:SALC-CAHAE@manchester.ac.uk)) who will compile a spreadsheet of links for me using your student numbers.*

**I AM STRUGGLING TO UPLOAD THE PDF TO TURNITIN, what should I do?** *Contact the CAHAE admin team and they will help ([SALC-CAHAE@manchester.ac.uk](mailto:SALC-CAHAE@manchester.ac.uk))*