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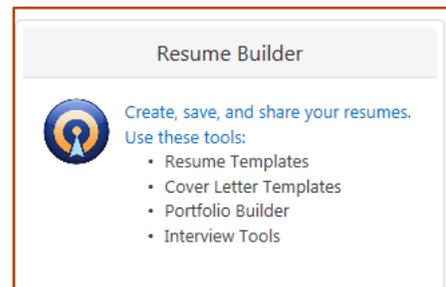
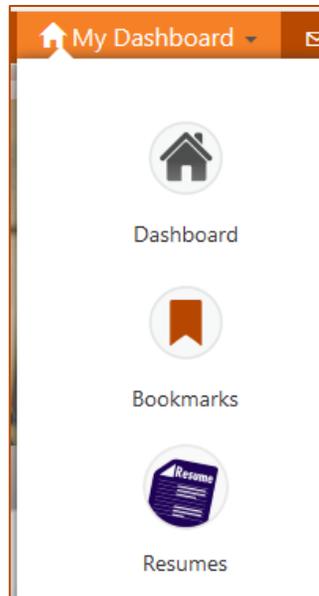
Getting Started

Logging Into Illinois workNet

1. Go to www.illinoisworknet.com and click "Login" in the header.



2. Login with your username and password. Using the My Dashboard menu select "Resumes" or click on My Dashboard and then select the "Resume Builder" option.


 A screenshot of the Illinois workNet login page. At the top left is the logo for Illinois workNet Center, American Job Center. Below the logo is the text "Illinois workNet®". Underneath that is the instruction "Login with your Illinois workNet account" followed by links for "Don't have one?" and "Learn about account benefits.". There are input fields for "User name:" and "Password:" with a "Forgot Password?" link next to the password field. A "Remember me?" checkbox is present, and a "Sign In" button is at the bottom.


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.

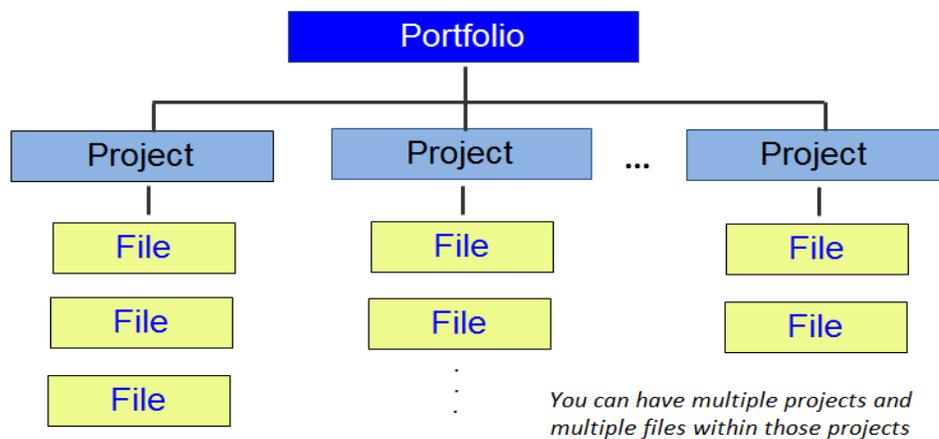


Figure 1. Portfolio Organization

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:

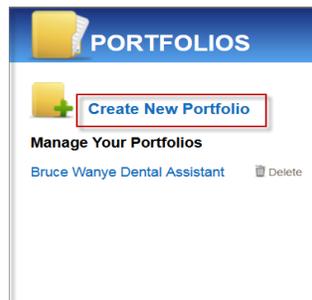
<ul style="list-style-type: none"> • MS Word Documents (.doc and .docx) • MS Excel Documents (.xls and .xlsx) • MS PowerPoint Presentations (.ppt and .pptx) • Portable Document Format (.pdf) • WinZip Files (.zip) • Plain Text Documents (.txt) • Rich Text Format (.rtf) 	<ul style="list-style-type: none">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

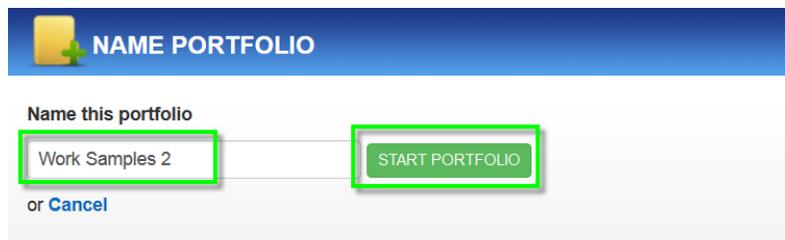
Creating Your Portfolio

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.

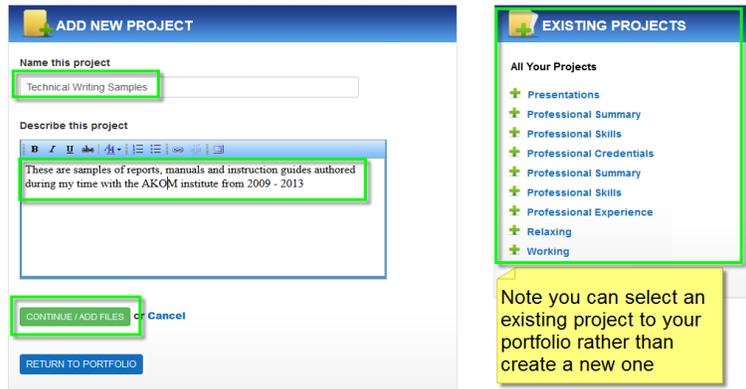


Mouse over the template names to see a description of that template. Clicking a template title will display the projects that will pre-load for you. When you find one that you want, click the **Use This Template** button. If not, click the X to close the display and try another.

- b. **Start From Scratch** - Click **Continue** to add your first project.



- 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**.

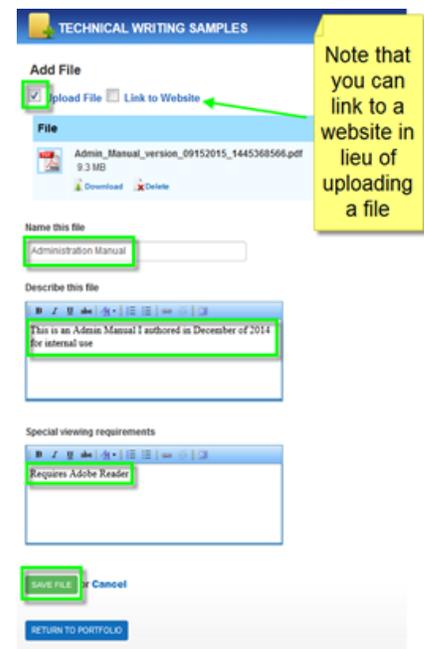
- Add your first file.** Browse your hard drive to find the file you want to upload. (You can also link to a website in lieu of uploading a file.)

Name the file and provide a description of the file. You can also add any special viewing requirements.

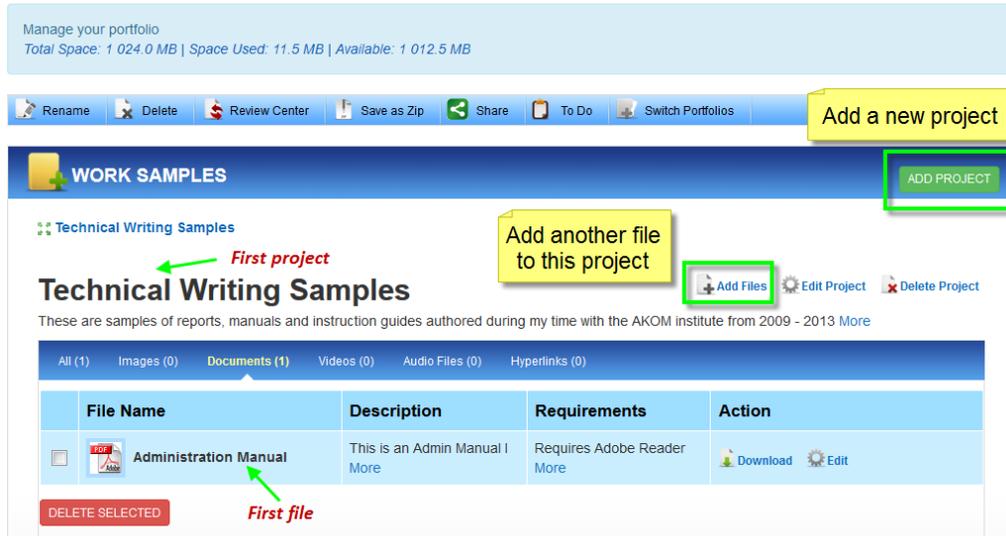
For example, if it is a MS Project file you may want to indicate that MS Project is required to view the file.

Note that individual file sizes are limited to 20 megabytes in size.

Click **Save File** when you're done.



- 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.

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.

Edit – edit the name, description and viewing requirements of a file within the project.

Download – download a specific file within the project.

View – view a specific file within the project.

Images – view only the image files 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 Add Files Edit Project Delete Project

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 More

Image Gallery Display Mode: List Grid Mosaic

Images (1) List Display Grid Display Mosaic Display

About Me...





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

Document Toolbar

Manage your portfolio
 Total Space: 1 024.0 MB | Space Used: 45.7 MB | Available: 978.3 MB

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.

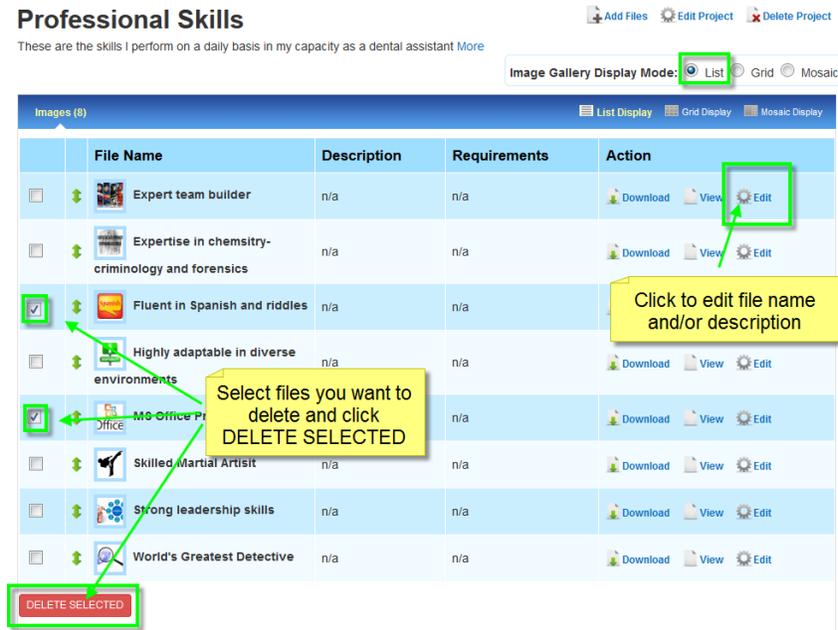


Editing/Deleting Files – To edit or delete files first be sure that they are displayed in list format to reveal the **Edit** and **Delete** options.



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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](#)

Image Gallery Display Mode: List Grid Mosaic

	File Name	Description	Requirements	Action
<input type="checkbox"/>	Expert team builder	n/a	n/a	Download View Edit
<input type="checkbox"/>	Expertise in chemistry-criminology and forensics	n/a	n/a	Download View Edit
<input checked="" type="checkbox"/>	Fluent in Spanish and riddles	n/a	n/a	Download View Edit
<input type="checkbox"/>	Highly adaptable in diverse environments	n/a	n/a	Download View Edit
<input checked="" type="checkbox"/>	Ms Office Pro	n/a	n/a	Download View Edit
<input type="checkbox"/>	Skilled Martial Artist	n/a	n/a	Download View Edit
<input type="checkbox"/>	Strong leadership skills	n/a	n/a	Download View Edit
<input type="checkbox"/>	World's Greatest Detective	n/a	n/a	Download View Edit

DELETE SELECTED

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.



Rename Delete Review Center Save as Zip Share To Do Switch Portfolios

CAPED CRUSADER - WORLD'S GREATEST DETECTIVE **ADD PROJECT**

Professional Summary Professional Skills **Professional Credentials**

Professional Summary
Highly motivated individual with proven success and drive against goals. Demonstrated proficiency in the areas of intellect, detective

Professional Credentials

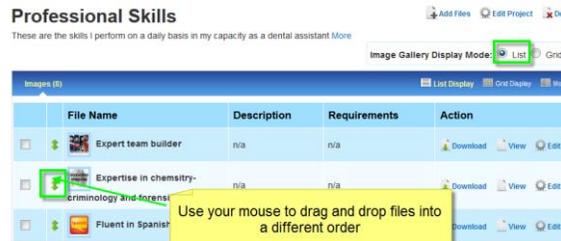
DELETE PROJECT

Image Gallery Display Mode: List Grid Mosaic

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.

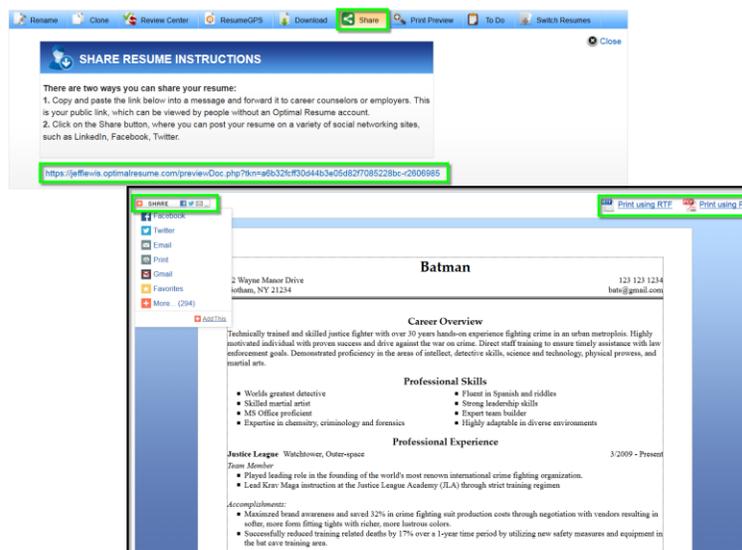


2. **Number your files** when naming them such that when alphabetized they will be in the order you desire. For example: 1. Expert Team Builder; 2. Fluent in Spanish Skills; 3. Expert in Chemistry and Forensics.

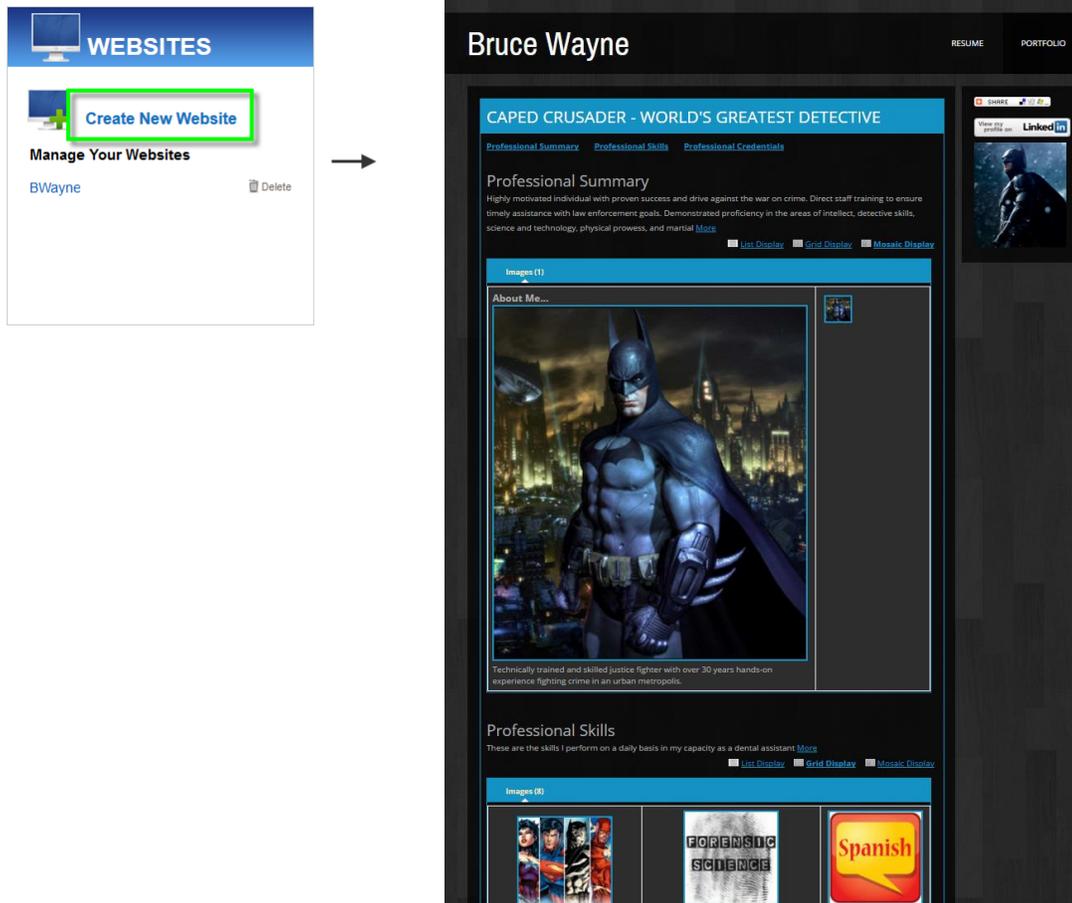
Sharing your Portfolio

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.



Technical Support

Support is available, please contact the Illinois workNet team at info@illinoisworknet.com. Standard business hours are Monday - Friday, 8 AM - 4:30 PM (CST).