



Computer Instructions for the 4-H Career Portfolio

NOTE: After opening the career portfolio file immediately save the document using a different file name. This will make sure the original file is kept clean. We suggest you include the year and 4-H members name as part of the file name. To do this, go to “file” and then “save as”.

IF USING MICROSOFT WORD:

Application Form Section:

When you start filling out the Curriculum Form for the 4-H Career Portfolio you will be asked to choose your curriculum area by marking the appropriate box with an “X”.

Following are instructions on using the boxes:

Curriculum Area – How to Place an “X”:

To Place an “X” next to the curriculum area you will be applying in:

Go to the curriculum area you want to choose - double click on the adjacent box. The check box size should be set to “Auto.” Set the default value to “checked,” and then click OK. If you chose the wrong curriculum area click on the check and change the default value to “not check.” Then repeat the process for the correct area.

Curriculum Area –How to Indicate Choices:

On the lower section of the Curriculum Form you will need to indicate your first or second choice if chosen as a winner in two curriculum areas. (You will have a separate book for each area in which you are competing at District/State).

In the gray box titled, “Choose the Curriculum Area” you will be asked to double click to choose an area or choice up to three times. Where the document says “double click to choose area/choice” – do so. A box will automatically come up, entitled “Drop-Down Form Field Options.” On the right hand side you will see a box that lists all the choices. Highlight your choice by clicking on it, and then move your highlighted choice to the top of the list by using the

move arrows on the right side, then click OK. Your choices should then appear on the Entry Form.

Repeat this procedure for each “choice field”.

Adding and Deleting Rows to the Portfolio Tables:

For sections 1 through 3 you will use a table format to document your 4-H and Non 4-H experiences. Following are tips to help you work with the tables:

Adding Rows:

From the toolbar, go to the table icon, click on insert, then choose add rows above or add rows below. We suggest making several at one time to save time. When adding rows at the end of the table go to the last cell (box) and hit the tab key and it will automatically add a new row. The tab key can be used to move from cell to cell through out the document.

Deleting Rows:

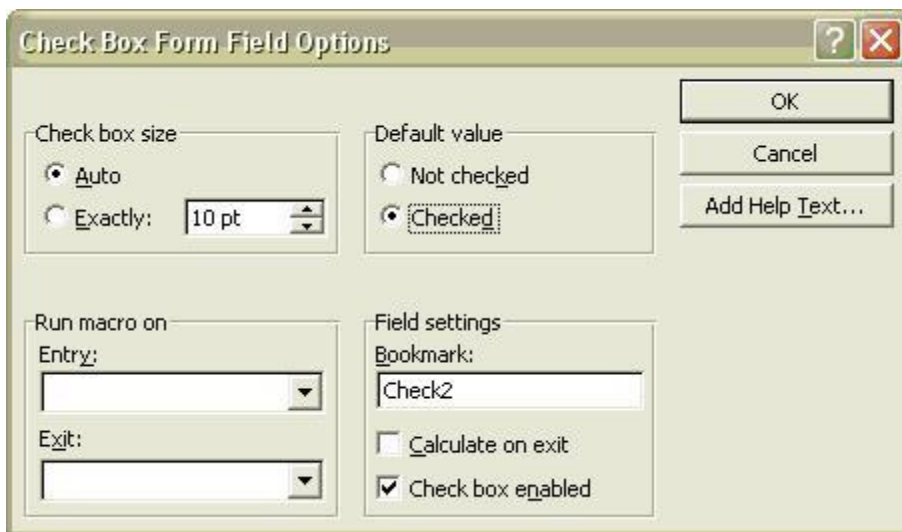
Place your cursor in the row you want to delete. Click on the table icon in the toolbar area and go to “Delete” then move cursor to select “Row” then click.

Saving the File:

When you are ready to leave the 4-H Career Portfolio be sure to save the file by going up to “File” and select “Save As”. Name your document in the area provided so you will still have the original 4-H Career Portfolio that does not have other words in it in case you need to start over on you document. We recommend backing up your file in several places like on the hard drive and on a separate CD. You also might want to start each year by renaming your file with the (Year Name Career Portfolio.) Be sure to save your file frequently, every 15 minutes or so.

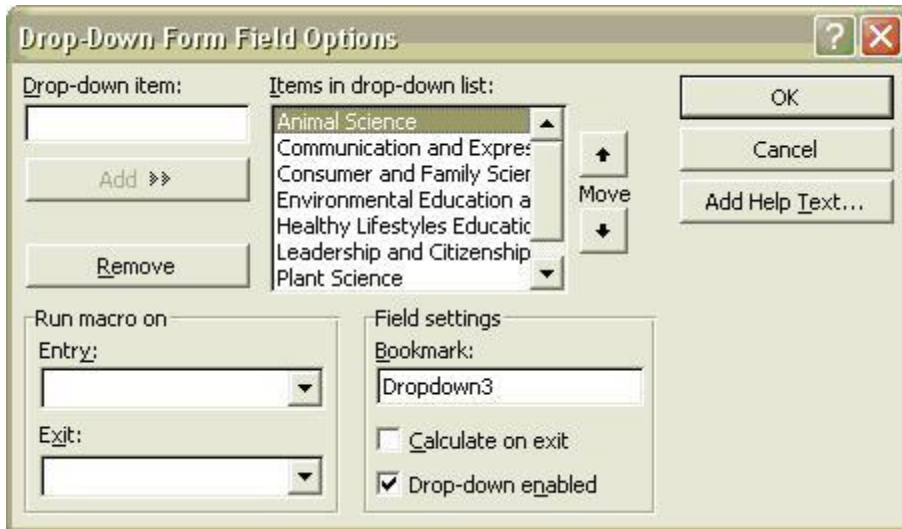
Curriculum Form Page

- MS Word users: to make a check box to indicate which curriculum area you are applying in, double click the grayed check box and select “Checked.” Then select OK.



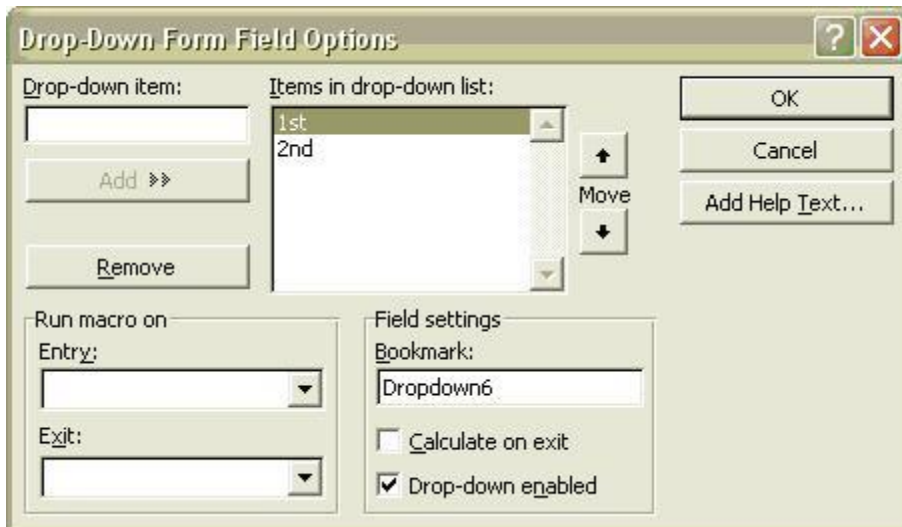
Illustrations may vary by word processing program versions

- MS Word users: to select curriculum area from the drop down menu, move the curriculum area selection to the top of the list. Then select OK. The top choice will be inserted into the document.



Illustrations may vary by word processing program versions

- MS Word users: to select the 1st or 2nd choice from the drop down menu, move the 1st or 2nd choice to the top of the list. Then select OK. The top choice will be inserted into the document.



Illustrations may vary by word processing program versions