CAPILANO
UNIVERSITY

Portfolio Project
Publishing

Before you publish, carefully consider what information you have included and who will have access to your portfolio. If you choose to have your portfolio widely available, remember to remove your contanct information (e.g. home address and cell phone number from your resume or curriculum vitae). Below are a few ways to control the level of availability and visibility of your portfolio.

Search Engine Optimization (SEO)
SEO allows you to control who has access to your portfolio. You can choose to allow search enginges to find your site (publish publicly), or you can restrict the use of search engines (publish privately). When you publish privately only indvidiuals with your links and/or password will be able to find and access your site easily. SEO is not available on all platforms so check the settings page for additional instructions.

Password Protection
Some platforms allow you to protect certain pages with passwords. This is useful if you have a small amount of sensitive information contained withinone or two pages. Check the settings page of your platform.

Creative Works
For some fields, such as the visual arts and creative writing, work in your portfolio may be considered previously published. Consult with professionals in your field or refer to submission guidelines for more information.

AFTER YOU PUBLISH

If you make your portfolio publicly available, here are a few strategies to help you reach a wider audience:

- o   Add your portfolio link to your resume, CV, cover letter, or business card.
- o   Include your portfolio link in your email signature.
- o   Feature your portfolio link on your LinkedIn page, blogs, and/or social media website.
- o   Mention your portfolio during networking conversations or interview.

Update your portfolio on a regular basis so that your information remains current. For example, if you were elected to a leadership position or graduated recently, make sure to edit your portfolio to reflect those change.

Adapted from "Publish" with the permission of Auburn University's Office of University Writing.