

Welcome, and thank you for bringing Gathered home. 🧡 This little guide walks you through making your first portfolio, from your child's photos and notes to a submission-ready PDF. There's nothing to install and nothing to sign up for — you just open one file in your web browser.

1 Opening Gathered

Gathered is a single file you saved from your download link. Keep it somewhere easy to find — your Downloads or Documents folder is perfect.

On a computer (easiest)

Double-click the file — it opens in your browser (Chrome, Edge, Safari, or Firefox). This is the simplest way, because saving the finished portfolio as a PDF is just one click.

On a phone or tablet

Lovely for adding photos straight from your camera roll. On **Android**, your browser opens and saves it fine. On **iPhone**, one small extra step saves your PDF — see the tip below.

 **iPhone tip.** Safari on iPhone can open Gathered to fill it in, but it won't save the finished PDF — this trips up a lot of us! The reliable way is the free **Documents by Readdle** app: install it from the App Store, open its built-in browser (the compass icon), go to your download link, and tap **Download** so Gathered saves inside the app. Then tap the file to open and use it — your PDF will save right there. (Or simply do the final download on a computer — one tap.)

 Because it's a single file, you can reuse it forever — for every child and every quarter. Bookmark it or keep it on your desktop. And finish on the same device you started on — your work saves on that device.

2 Start with what you have

You don't need everything ready to begin. Type in the details you know, drop in the photos you already have, and let the rest come later. As you go, the **progress tracker** at the top shows what's done and what's still missing — a calm checklist, not a mountain.

 **Your memories stay yours.** Everything happens right on your device. Your child's photos and words are never uploaded, there's no account, and no one else can see them — like a keepsake notebook that never leaves your bag.

3 Fill in your details

Child & Portfolio Details (top of the page)

- **Grade level** — pick this first; it sets the suggested subjects
- **Child's name, Form/Grade, School year, and Term**
- **Provider / school name** — optional (shown on each slide)
- **Slide orientation** — Landscape (16:9) or Portrait
- **Color theme** — choose the look you love
- **Cover photo** of your child — a portrait looks loveliest

 **It saves itself.** Gathered autosaves on your device as you work. Close the tab, tend to the baby, come back tomorrow — you'll be offered to *Continue your previous draft* right where you left off. There's also *Save draft*, *Start new*, and *Clear all*.

4 Add only the sections you need

Every section is optional — turn them on or off with the **Include** toggle so your portfolio matches exactly what your provider asks for. Add a page per subject when you need to.

All About Me

Curriculum & Learning Plan

Oral & Recorded Exams

Written Work & Narrations

Core Subject Highlights

MAPEH · HELE/TLE

Subject Highlights (one per subject)

Closing / Thank-you page

✨ Two big time-savers

- **Paste from Google Sheets.** Already have your curriculum or exam links in a spreadsheet? Open the terracotta “Paste it all at once” box, copy your cells, paste, and click Fill — the whole table fills in one go.
- **Photos arranged for you.** Drop in up to 9 photos per page with a short caption each — Gathered sizes and balances them for you, never stretched.

5 Preview, then download

- 1 Tick your sections and add your photos & captions.
- 2 Click  **Preview** at the bottom to see the finished pages.
- 3 Happy with it? Click **↓ Download PDF** — a submit-ready PDF saves to your device. (Prefer to tweak first? **↓ PowerPoint** gives you an editable file.)
- 4 Upload the PDF to your provider's portal, and you're done. 🌿

 Any web links you added (like exam recordings) stay **clickable** inside the PDF, so reviewers can open them.

Prefer to save the PowerPoint as a PDF yourself?

- PowerPoint: **File** → **Save As / Export** → **PDF**.
- Google Slides: **File** → **Download** → **PDF document**.
- Keynote (Mac/iPad): **Export To** → **PDF**.

6 A few gentle tips

- Add your photos *before* writing captions — it's faster.
- A **portrait** photo makes the nicest big cover picture.
- Fewer photos on a page = bigger, more beautiful images.
- Before sharing, double-check nothing private (full addresses, etc.) is visible in a photo.
- Next quarter, just open Gathered again — you'll breeze through it in half the time.

Made with love · Gathered by [Her Ordinary Basket](#) · *finding beauty in the ordinary days*

Questions or a little hiccup? Just reply to your order email — Mai reads every one. 🧡