

# TOOT!® for Professional Portfolios and Résumés



Toot!® is from Aurbach & Associates, Inc., developer of Grady Profile™ and other software that *Shows What People Can Do.*

## TOOT!

- Windows 2000, XP; Macintosh OSX, 9
- Templates for 60+ careers
- Fully customizable
- Exhibits store pictures, sounds, movies, web URLs, text, PDFs, word processing files and much more
- Drag and drop media
- Converts the portfolio to HTML for web posting
- Distribute via eMail or CD-ROM/DV
- Free Tooter viewer
- Password protection
- Online help

## DOWNLOAD TOOT!

[www.aurbach.com/Toot/](http://www.aurbach.com/Toot/)

Toot! is 30-day trial ware. Online purchase converts it to full-function.

## PRICING

Toot! online purchase, US \$35 (1 license)

Backup CD, US \$15 (requires online purchase and activation)

In quantity, please call

## MORE INFORMATION

Call 800•774•7239 or 314•726•1321

eMail [sales@aurbach.com](mailto:sales@aurbach.com)

## Software that Shows What You Can Do

**A PORTFOLIO:** For Teachers, Health Professionals, Artists, Architects, Designers, Engineers, Students and All Others who Create or Present. Whether it is mandated by work or school or by personal learning goals, keeping a portfolio is an ongoing process of selecting, reflecting, reviewing and culling. A computer makes it practical and Toot! makes it easy with templates for over 60 professions from Accountant to Zookeeper, all completely customizable.

**A RICH RÉSUMÉ:** To exchange the dry chronology of dates, companies, job titles & duties for an work summary enriched with actual pieces of your work that prove your competence. These can be presentations, reports, plans, lesson plans, budgets, schematics, dramatics, performances art, music, dance — anything you have created or done that can be represented digitally in photos, movies, sounds, word processing files, spreadsheets, pdf files, programming code, etc.

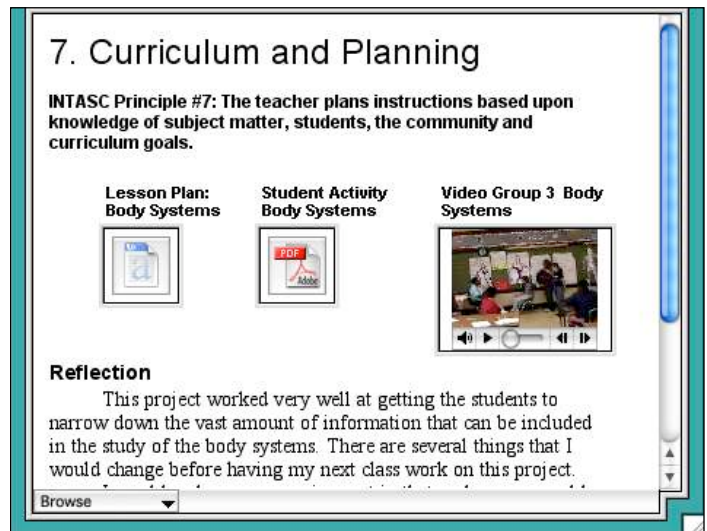
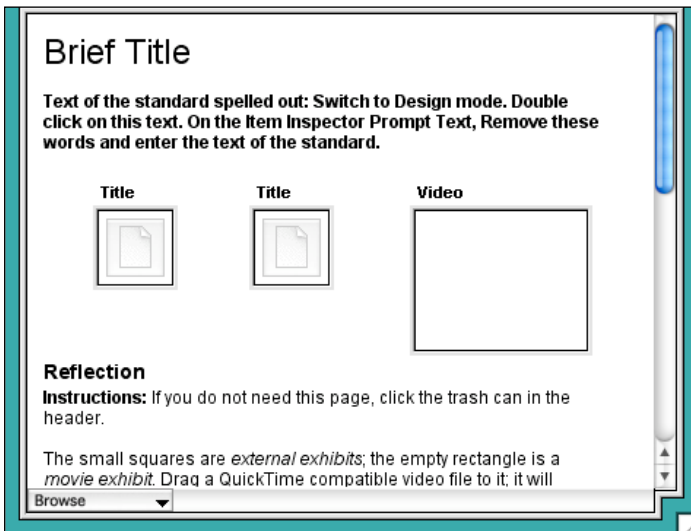
**CIRCULATE:** Toot! will convert your portfolio to HTML for posting to a website. It will also package the portfolio or résumé for burning to a CD-ROM/DVD or attaching to an eMail. The people who receive the CD or eMail will be able to read it with Tooter a free viewer.

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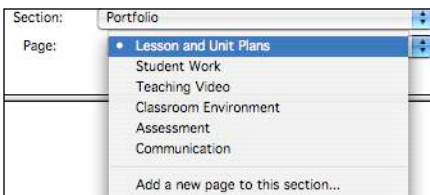


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**TEMPLATES** provide layouts with instructions on every page so you can concentrate on presenting your artifacts. Below left shows a template page; below right shows how it's been populated with a title headline, the statement of a professional standard, three relevant artifacts and a reflection piece. Would you prefer a graphic to a movie? Templates are easily modified to your needs.



**ORGANIZATION** Toot! arranges your portfolio like a binder with sections and pages. It's easy to find things and easy to change them to keep up with your career. Have as many sections and pages as you need.

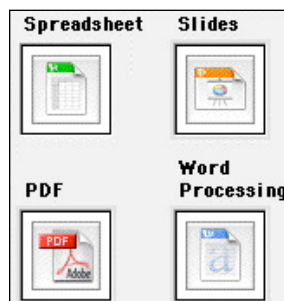


**GRAPHIC EXHIBITS** can show photos of you at work, of things that you have made, or of your technical work, anything digitally photographed or saved as a digital image

Fruit Tart - Bob's Catering



**EXTERNAL FILE EXHIBITS** let you include any computer-generated work (not limited to those shown); click the exhibit button to launch the document's program and display the piece. Include Windows Media Player movies, CAD-CAM, programming code...



**TOOT! ALSO INCLUDES** tips on digitizing artifacts, 'sparks' to suggest artifacts you may not have thought of, tips for résumés including information on non-discrimination, hyperlinks between pages, spell check, password protection, helpful help, and an Export feature that lets you choose which pages to send out for review.

**EXPERIENCE LISTS** format your employment history.

**Experience**

**2000 - Present**  
**Teacher, Grade 2**  
**John Muir School**  
**St. Louis, MO**  
 Classroom teacher; core-team leader; served on District Reading Committee for 2 years; school newspaper coach.

**1999-2000**  
**Teacher, English**  
**Nioshi Academy**  
**Tsukuba, Ibaraki, Japan**  
 Taught English in grades 2 through 6.

**BULLET LISTS** enumerate your skills and strengths, references, and anything that works in a bullet list.

**References**

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