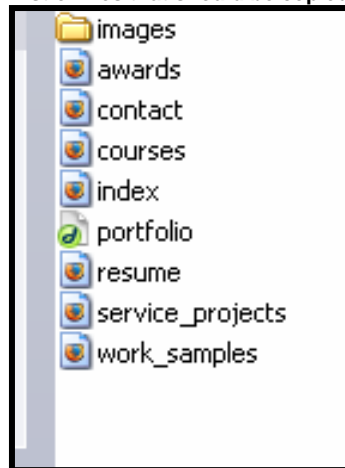


## Step 1 – Download the files from the ND ‘Class Resources’ folder

1. From any computer in the building locate and open the folder named ‘**Portfolio Template**’ found in the ‘Class Resources’ folder.
2. Copy (Right-click → Copy) the “**S**ite” folder, and Paste (Right-click → Paste) it into your own ‘Portfolio’ folder. Once this step is completed you should have 7 folders in your portfolio folder.

This ‘Site’ folder contains 8 files and 1 folder. Be sure to count to make sure all the contents have copied. Check the image below. If you open any of these files it will appear that you are on the Internet. In order to edit these files you must open them using web design software such as Dreamweaver (available in all ND tech labs) or FrontPage.

List of files that should be copied



This folder could also be copied to a ‘Flash’ drive to be taken home, but the final work must be present in your network folder.

## Step 2 – Edit the WebPages

A basic Web Site has already been created for you. Your responsibility is to edit the pages so they become unique to your own portfolio. If you choose to, you may design a Site on your own that better reflects your own personality and creativity.

You should notice that editing pages in Dreamweaver will be very similar to editing pages in most word processing programs such as Microsoft Word. Many of the more complex design techniques have already been done for you. All you will need to do is add/edit text, create links, and save your pages properly.

**You must add/edit text on each of the 7 pages that are included with the folder except 'portfolio.css' which is for design purposes only.**

### Opening/Saving Pages

Opening and saving your pages is exactly the same process as MS Word.

**File → Open** will let you browse to and open existing pages and **File → Save** saves all of your work on the existing page.

**Please do not change any filenames** as it will affect the navigation structure for the site.

**File → Save As SHOULD NEVER BE USED WHEN WORKING WITH THE TEMPLATES!**

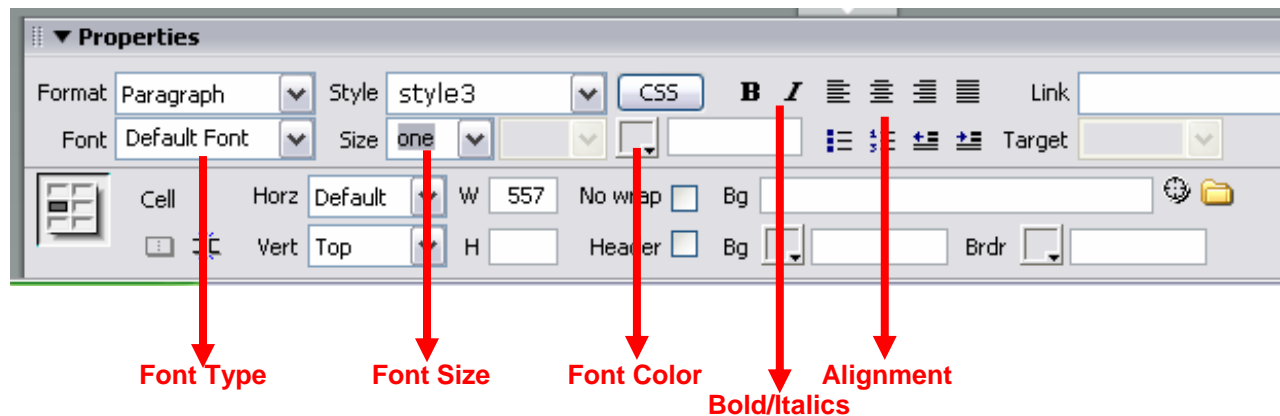
### Entering Text

There will be very little need to create new and original content for this site. Follow the directions listed on each page and either “fill in the blanks,” or “replace” content as needed. **Be sure to delete any directions typed in blue.**

Like word processing, there is no need to hit “Enter” at the end of each line. If you do need to hit enter (to move to the next line) you will notice it “double-spaces.” This is normal.

### Formatting Text

Changing the format (font type, size, etc.) is done using a ‘Properties’ menu which is always visible at the bottom of your screen. Follow the guide below.



Most of the formats should already be set for you, but if you'd like to change them it's quite simple. There is no underline button because, in web design, underlines are only to be used with links.

### Step 3 - Add Links to Your Pages

All of the main links to pages have already been created for you. **PLEASE DO NOT EDIT, CHANGE, or REMOVE any of the links on the left side of the page.** These links are the main navigation for the site and are already connected to the appropriate pages.

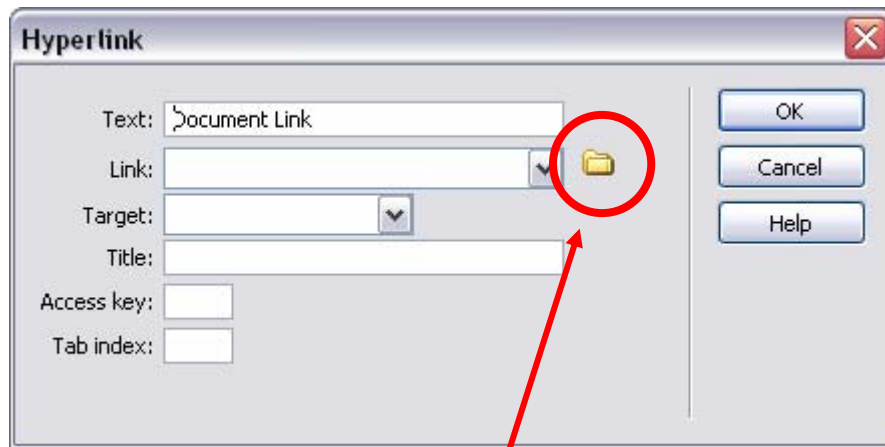
You will be required to create links to your artifact files, reflections, and any other documents you created and submitted to your portfolio. See the figure below for an example.

An example from the [work\\_samples.html](#) page

The screenshot shows a form with several sections enclosed in dashed boxes. At the top is a section for 'Name of the Document' with sub-fields for 'Month, Year completed' and 'Subject or Course'. Below this is a text area for a 'brief description of the document... 1-2 sentences only'. The next section is split into two columns: 'Document Link' on the left and 'Reflection Link' on the right. Below these is a section for 'Outcomes Addressed:' with a bulleted list containing 'List outcome #1'. A red arrow points from the 'Outcomes Addressed:' text to the 'Document Link' and 'Reflection Link' fields. Below the form, red text reads: 'Create a link from this text to your artifact file and the reflection document file'.

#### To Create Links:

1. Highlight and select the text you wish to convert into a link
2. Go to the top menu and select **Insert → Hyperlink**



3. Click the yellow folder to the right of the "link" box
4. Browse to your Portfolio folder and select the appropriate document (artifact, Word doc, PowerPoint, etc)
5. Choose '**blank**' from the **Target** drop-down menu
6. Click OK. Leave all other boxes 'as is.'

The selected text should appear to be green and underlined. The link will not work until you are in 'preview mode' so clicking will not do anything.

Every file saved to your portfolio should link somewhere into this your site.

## Step 4 - Finishing & Checking Your Site

When you finish your site, or just wish to view a page “live,” you must **first save all pages**.

Hit the **F12** button located at the top of the keyboard. This will open your page in Internet Explorer allowing you to see your page “live.” At this point all of your links can be tested – **before you complete this part of your project be sure all links are working and lead to the appropriate pages**.

Be sure to proofread for spelling errors – although Dreamweaver does have a spell check it does not notify you like MS Word with red lines.

Double-check that all template directions and blue text has been removed from your final ‘draft.’