

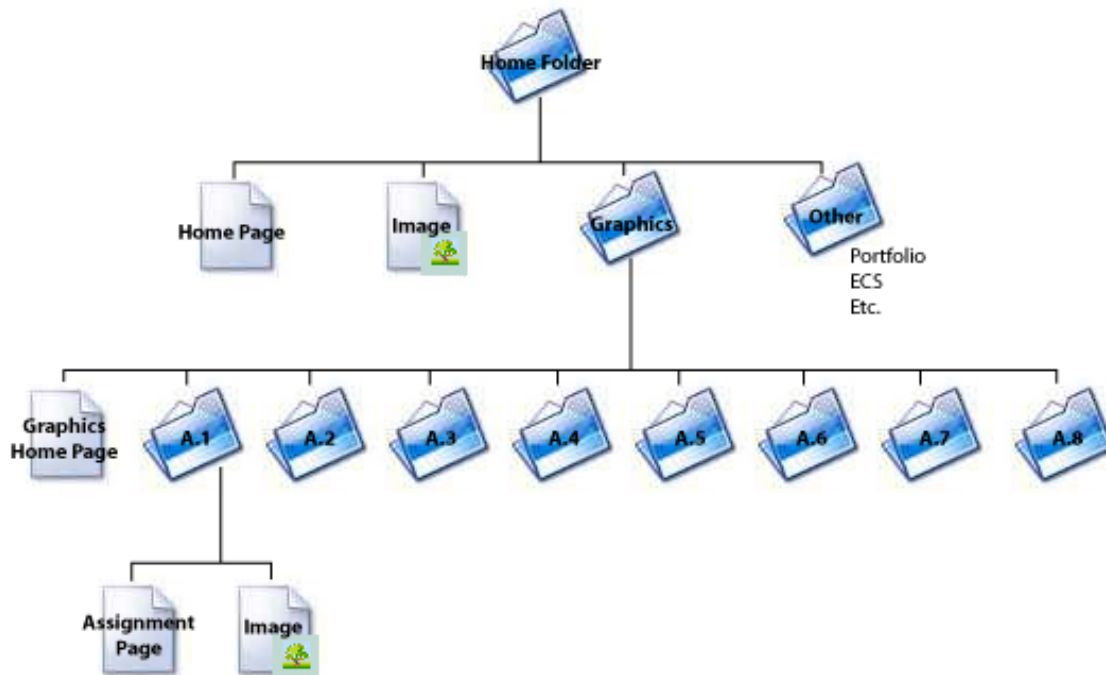
ePortfolio Tutorial

This Eportfolio system <http://eportfolio.uoregon.edu> has been developed as a cross-departmental tool for publishing student work on the web. Our class will be using this application to share class work with others and as an exercise in basic webpage creation.

Once you are added to the system you will be able to log in with a unique Name and Password and reset your password if you'd like. Now you are ready to create your site.

- Basic Architecture of the Site:

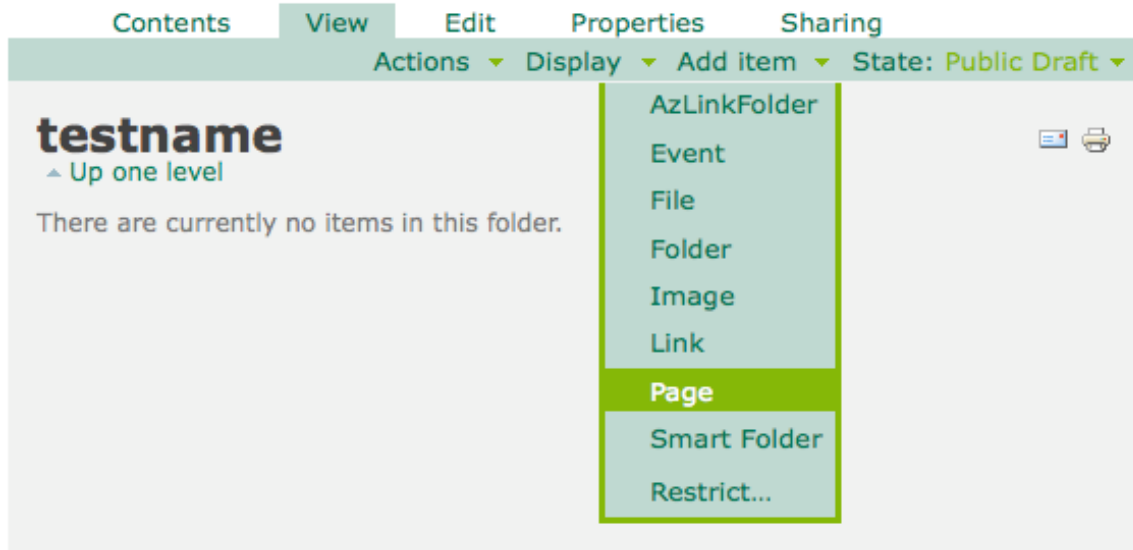
Every webpage mainly consists of two types of objects. **Folders**, also called **Directories**, and html **Files** which are the actual webpages and are referred to in this software as a **Pages**. Your account is already set up with a single "My Folder" which will hold all of the other folders and pages you will create. For the purposes of our class, we will be creating at least 10 webpages (a homepage, a Graphics page, and a page for assignments A1-A8). Each one of those will have its *own folder* that will hold the Page and any images or files that will be displayed or linked to on that page. Here is a conceptual diagram of how the site will be laid out, (you will need to use standard file names for easy searching):



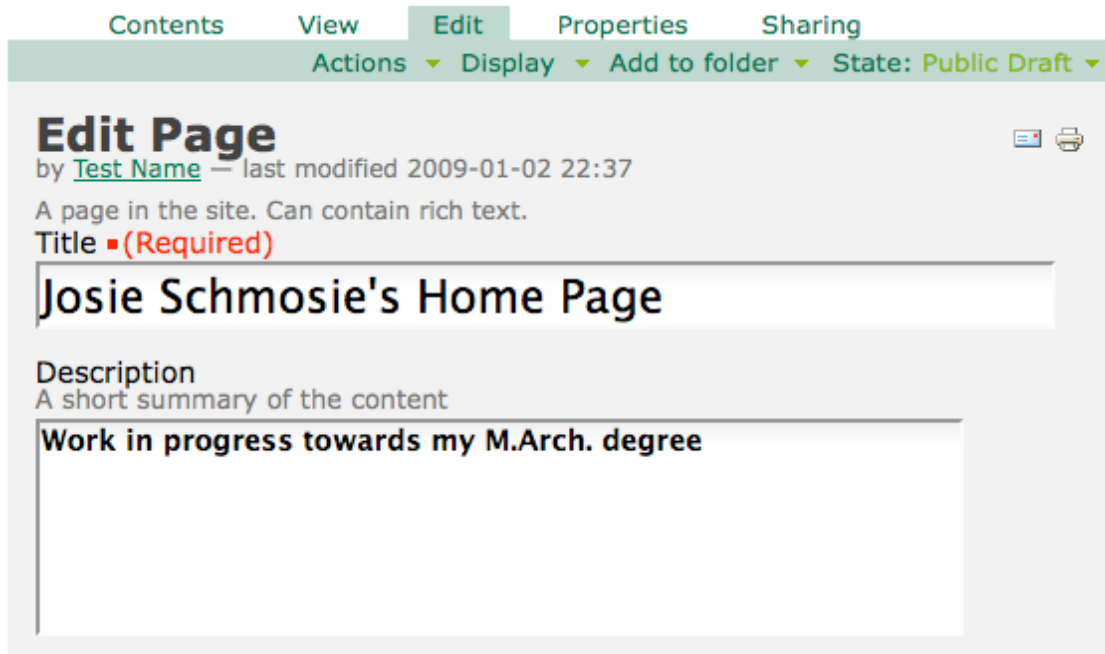
Feel free to add other folders along with the Arch 610 or Graphics folder such as a Studio or Portfolio area, ECS1 and 2, etc.

- **Creating a Webpage:**

You can use a Mac or Windows computer to create your pages, but you *must* use Mozilla Firefox in order to see the graphic editor properly. Start with your empty folder (click “My Folder” under “University of Oregon”). To create a homepage go to **Add to folder** and select **Page**.



This will take you to an empty page in the **edit** mode. Please use your name as the title of your homepage. The **Description** acts like a second header while the **Body Text** is the main area of your page.

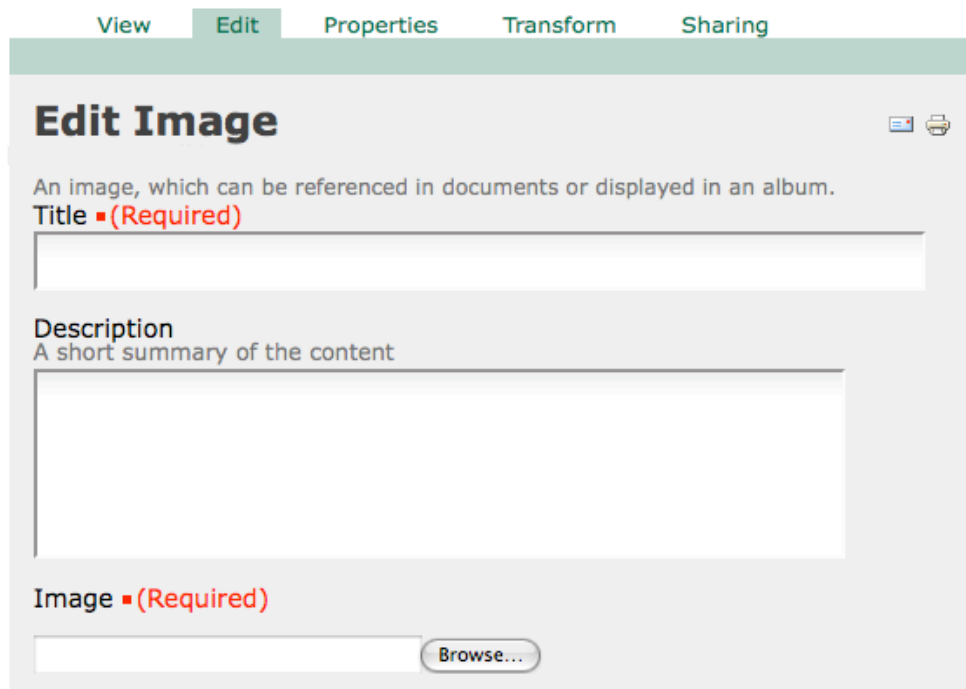


This is the editor where you will create all your pages (note: you *must* be using Firefox to see the editor). The tools at your disposal are basic text editing such as styles, alignment, bullets, etc. From here you can also add an **Internal Link** or an **External Link**. Internal links are to pages that you will create while external links will be to other pages such as www.uoregon.edu. If you are familiar with html you can also switch the editor to directly code the page.



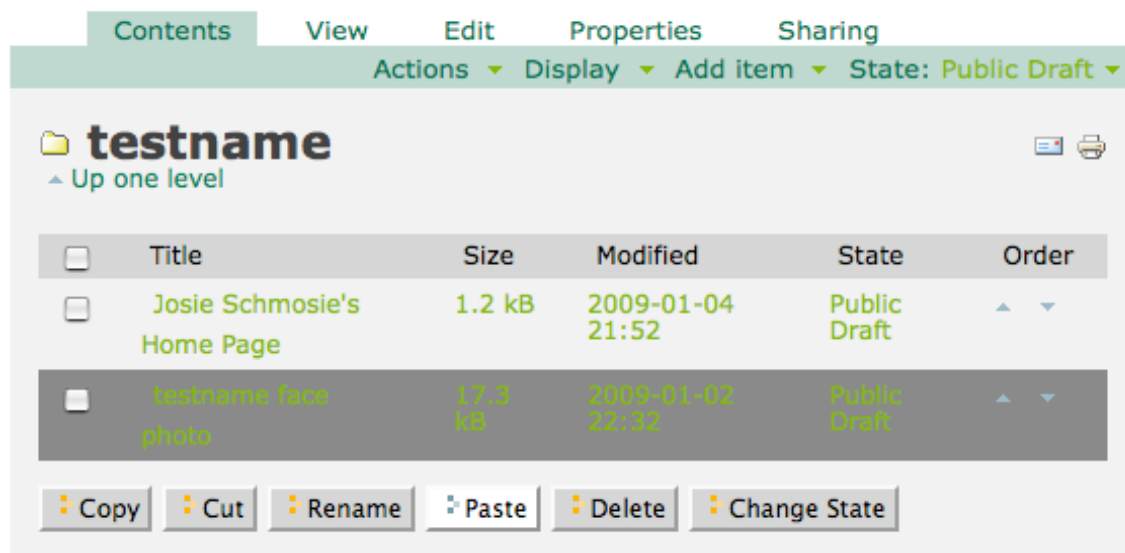
Use this page as your overall homepage, as the next page you create will be the page for Arch610 (see site structure image above). Structure your homepage as an introduction to yourself. You can include a resume, list of goals while in school, or a brief history. For an example of it could look visit <http://eportfolio.uoregon.edu/Members/testname/>

Once you have completed your text hit the **Save** button. This will take you to the **View** mode where you can see what your page looks like. At this point, you can add a picture of yourself to your homepage. Before you can add an image to a webpage in the **edit** mode, you have to upload it using **Add to folder**. Select **Image** from the drop down menu. Give your image a title and description that will help you recognize it within your folders and hit the **Browse** button. Before you select the image, remember that it does not need to be very large for the web and you may want to reduce the file size in Photoshop before uploading. Once your image is selected, hit **Save**.



To place your image into your homepage we have to return to page you just created. To do that you must go back to the home folder by clicking on either **My Folder** at the top right of the screen or by clicking on the name of your folder as displayed in the “crumbs” above. Here you should be able to find and select you homepage. Click on **Edit** to move back into edit mode. At this point you can add the image you uploaded by clicking on the tree icon. Once you select your image you can make some basic decisions on how it will display by choosing an alignment and size. Hit **Ok** and **Save** the page. Your homepage is complete!

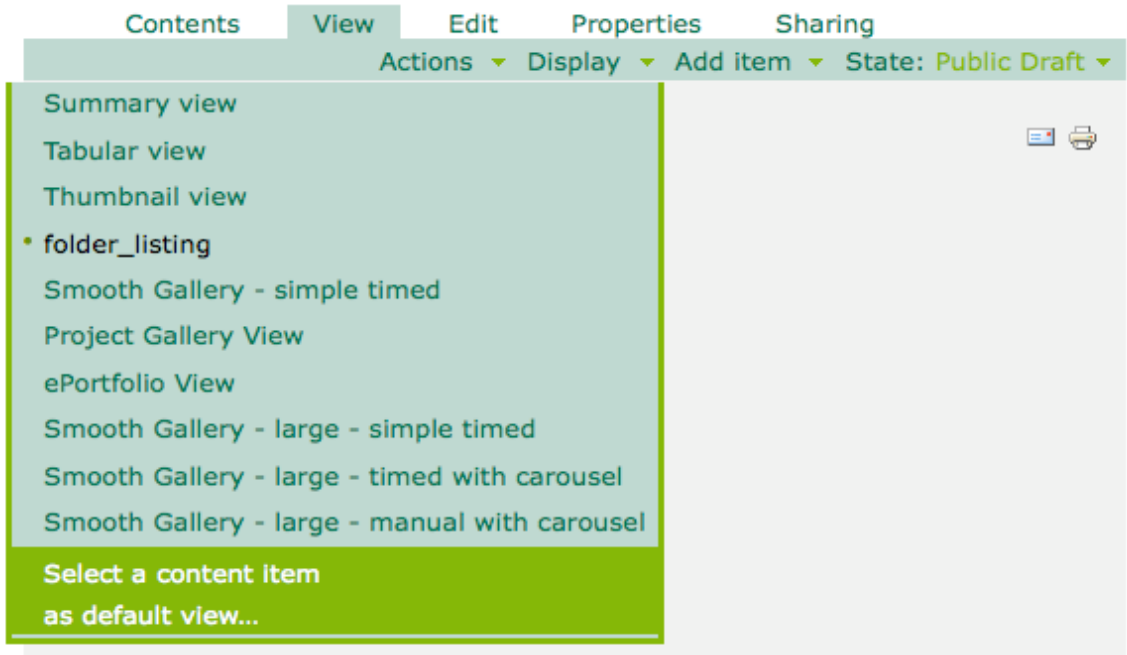
If you click on “**My Folder**” and go to the **Contents** mode you can view all of the changes you made in your home folder. It should look something like this with a page and an image listed:



- Site Navigation:

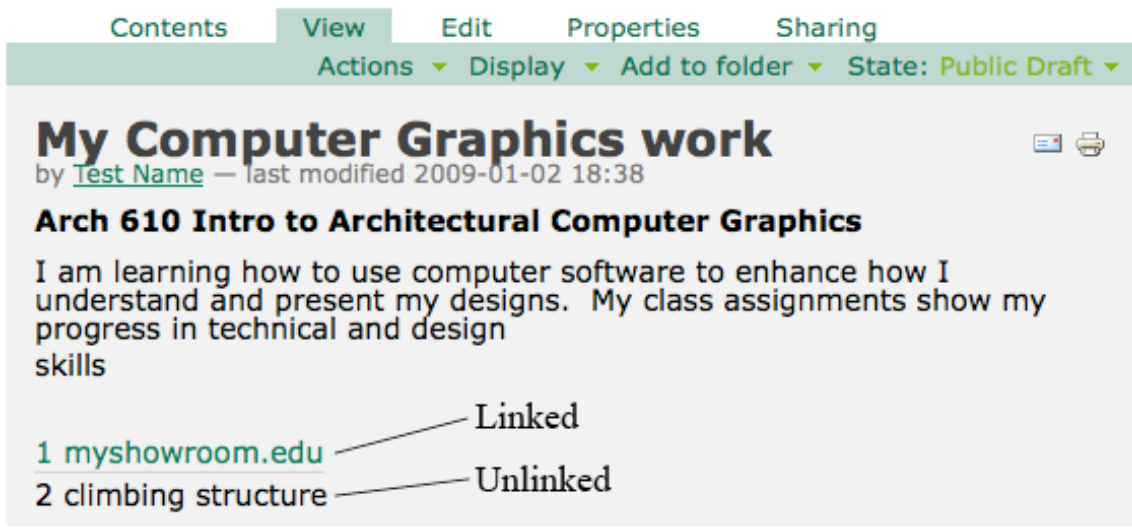
Site navigation using ePortfolios can be tricky because you don't navigate through your site the same way everyone else will. You can jump from folder to folder, select pages and images anywhere with relative ease. But once you have logged out, the only way for visitors to view your site is through internal links on each of your pages directing them to the next assignment or back to your homepage. So it is important to remember that all your pages must be linked together and that even though you can see the contents of all your folders, the average web surfer should not!

To insure that they only see finished webpages and no folder content lists, you must **Select a content item as a default view**. This operation must be done for each folder you create. To select a default view you must be looking at a folder in the **Contents**, **View** or **Edit** mode. Click on **Display** in the submenu and then **Select a content item as a default view**. Choose the webpage within that folder and **Save**.



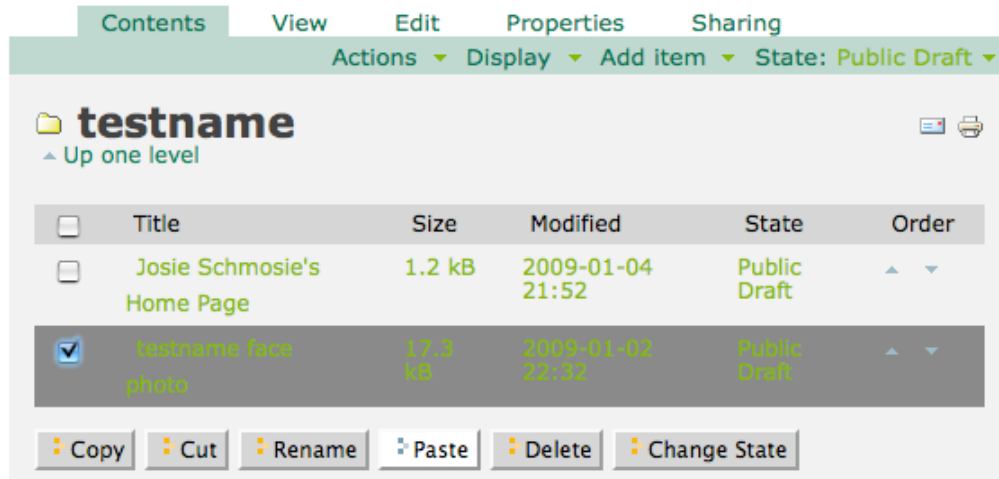
While this ensures that visitors will only see your webpages and not your folders, you will notice that now when you select a folder you actually see the webpage within it. This is probably the most confusing part of this software, but that means you're doing it right! If you need to see the contents of a folder that is selected instead of the webpage that is the default view, all you have to do is go into **Contents** mode.

Setting up navigation for everyone else is easy. In the Page Edit mode, simply highlight the TEXT or IMAGE you want to be the link while editing a webpage, click the Internal Link (chain icon) on the Editor menu bar, then when prompted, select the page you want the link to navigate to. Be sure that *every page* has at least a link back to the homepage. Every assignment page should have a link to the next assignment and to the previous assignment as well.

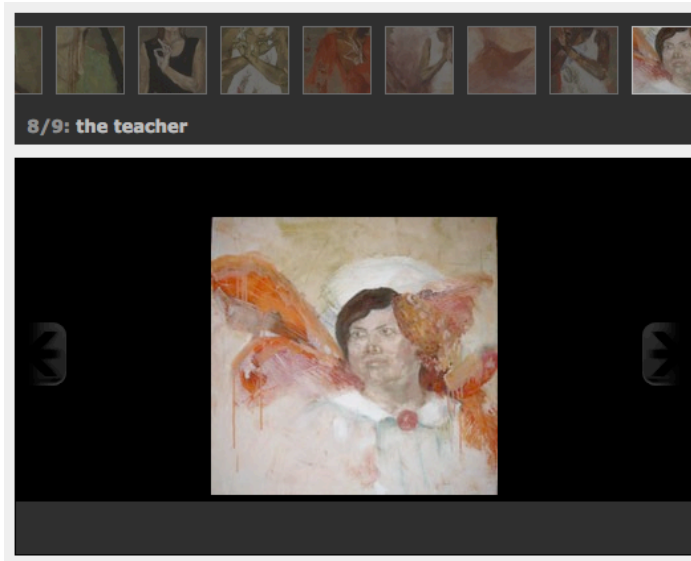


- **Advanced Tips:**

Moving files: Sometimes you might add an item to the wrong folder or need to go back and change which folder an item is in. This can be done in the **Contents** mode of a folder. Simply check the box of the folder, page, or image that you want to move and hit **Cut**. Navigate to the folder you want to hold the item and hit **Paste**. Remember, if you move pages around to correct all links to that page.



Gallery and thumbnail views of folder contents: Eportfolio has gallery views as an alternative way of displaying images. These views do not contain much text beyond the Title and are for display multiple images at a time. The tricky part is that they are NOT webpages, they are actually left as folders that are viewable by everyone (exactly what I told you not to do when creating webpages). To create a gallery, simply make a new folder and add all the images that you want to display in it. While in either **Contents** or **View** mode select the **Display** drop down menu and choose **Project Gallery View**. Be sure to link to this folder the same way you would link to a new page see it.



PDF files vs. JPG / GIF / PNG images: If a 768 x 768 pixel jpg is not large enough for you, you may want to link to a downloadable PDF instead. This can be useful when you want to put an entire presentation board on your site along with individual drawings. This operation is similar to uploading an image except that a PDF is considered a **File** and NOT an **Image**. Once the PDF is uploaded, it cannot be displayed the same way an image can (they won't show up in Gallery or thumbnail views). Instead, you must create an internal link to the PDF the same way you would link to another page.

