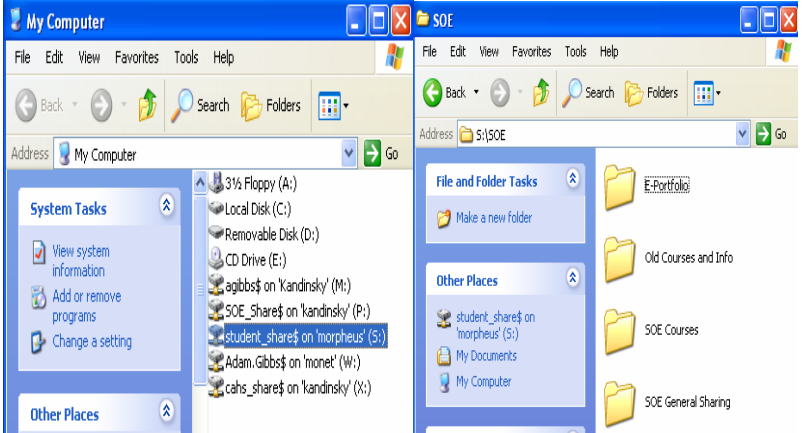
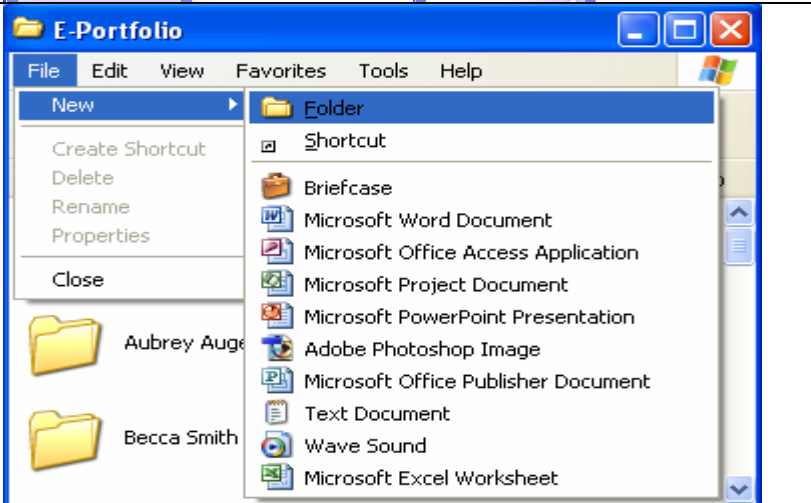
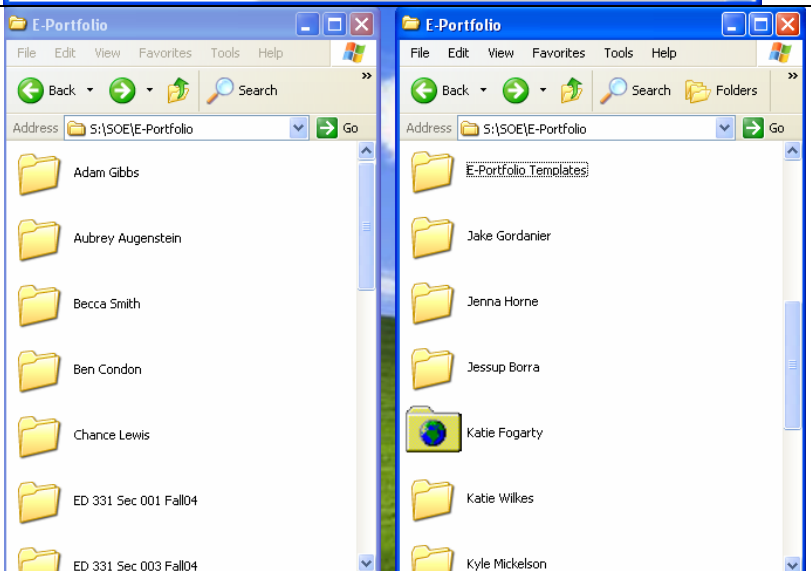


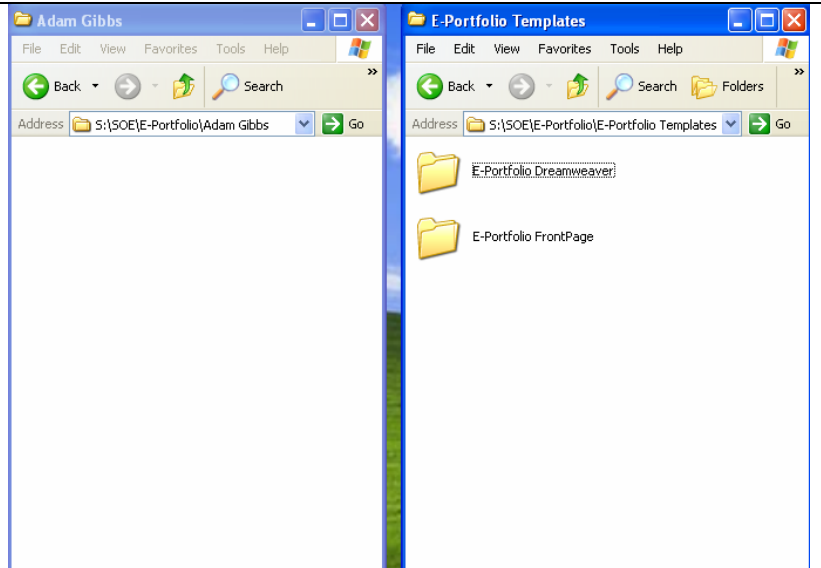
Downloading the E-Portfolio

This set of instructions will show you how to create your personal folder on the (S:) drive and download a copy of the E-Portfolio template to the (S:) drive.

<p>1. The first step is to create a space for your E-Portfolio template.</p> <ul style="list-style-type: none">• Double-click the “My Computer” icon on the desktop.• Open the (S:) drive.• Open the folder called SOE.• Open the folder called E-Portfolio.	 The screenshot shows the 'My Computer' window. The left pane shows 'System Tasks' and 'Other Places'. The right pane shows the 'S:' drive with folders like 'E-Portfolio', 'Old Courses and Info', 'SOE Courses', and 'SOE General Sharing'. The address bar shows 'S:\SOE'.
<p>2. Next you will create a new folder using your name:</p> <ul style="list-style-type: none">• Select File from the menu bar.• Select New and Folder.• Use your name to name the new folder. <p>This is where you will place the copy of your E-Portfolio. Leave this window open for the next step.</p>	 The screenshot shows the 'E-Portfolio' window. The 'File' menu is open, and 'New' is selected, which has opened a sub-menu where 'Folder' is highlighted. The main pane shows two folders named 'Aubrey Auger' and 'Becca Smith'.
<p>3. Next you will download a copy of the E-Portfolio template from the E-Portfolio Templates folder on the (S:) drive to your newly created folder on the (S:) drive.</p> <ul style="list-style-type: none">• Double-click the “My Computer” icon.• Double-click the (S:) drive.• Double-click the SOE folder.• Double-click the E-Portfolio Folder.• Double-click the E-Portfolio Templates folder.	 Two screenshots of the 'E-Portfolio' window. The left screenshot shows the path 'S:\SOE\E-Portfolio' in the address bar, with a list of folders including 'Adam Gibbs', 'Aubrey Augenstein', 'Becca Smith', 'Ben Condon', 'Chance Lewis', 'ED 331 Sec 001 Fall04', and 'ED 331 Sec 003 Fall04'. The right screenshot shows the path 'S:\SOE\E-Portfolio' with a list of folders including 'E-Portfolio Templates', 'Jake Gordanier', 'Jenna Horne', 'Jessup Borra', 'Katie Fogarty', 'Katie Wilkes', and 'Kyle Mickelson'.

3. Download a copy of the E-Portfolio continued...

- You should be looking at two separate windows. One window will have two folders named **E-Portfolio Dreamweaver** and **E-Portfolio Front Page** and the other window will be the new folder you created with your name.
- This would be a good time to decide which HTML editor you will use to edit your E-Portfolio. Some instructors may require you to use FrontPage or Dreamweaver, others may not. Select the folder with the templates you want to use.
- Each folder contains several different E-Portfolio templates and a set of instructions. There are six color choices you can select from.
- Once you have selected the E-Portfolio template you want, right-click that folder with your mouse and click "Copy." Next, click your mouse once in your newly created folder on the (S:) drive, right-click with the mouse and click "Paste."



4. You now have your own copy of the E-Portfolio template to edit.

- This copy should be in your new folder created under the E-Portfolio folder on the (S:) drive.

