

Editing Personal Information in the E-Portfolio Template with Dreamweaver

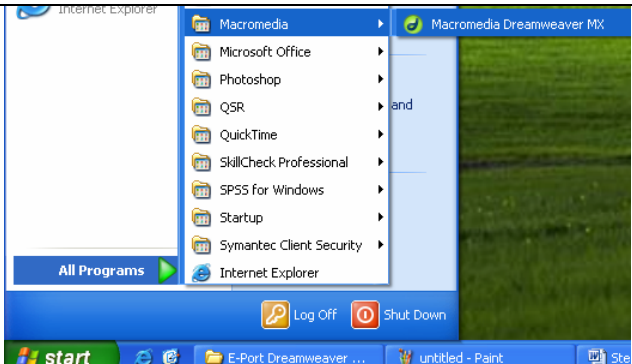
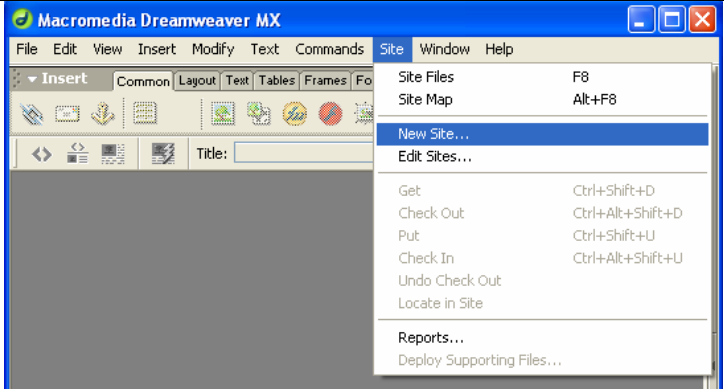
If you understand HTML, how to manipulate HTML through a text editor, or another Web authoring program you can change the E-Portfolio template code to match your own vision for your Electronic Portfolio.

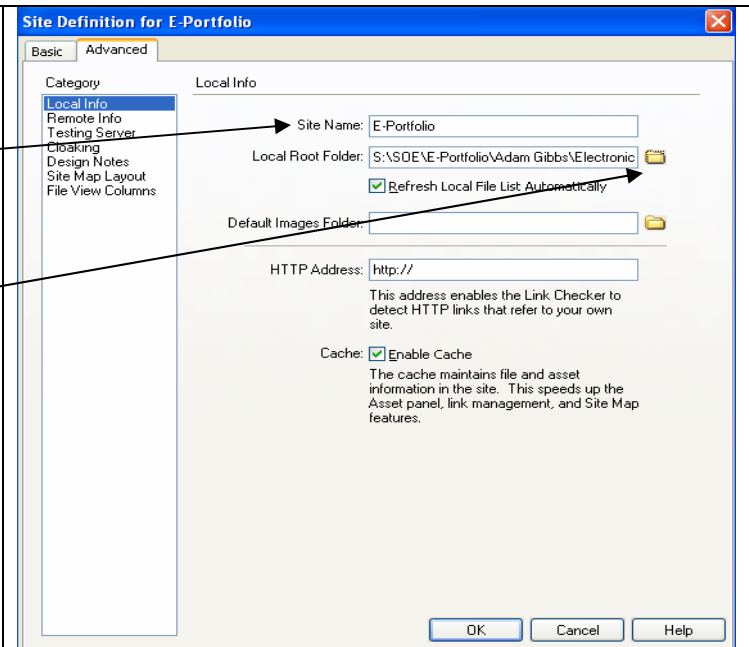
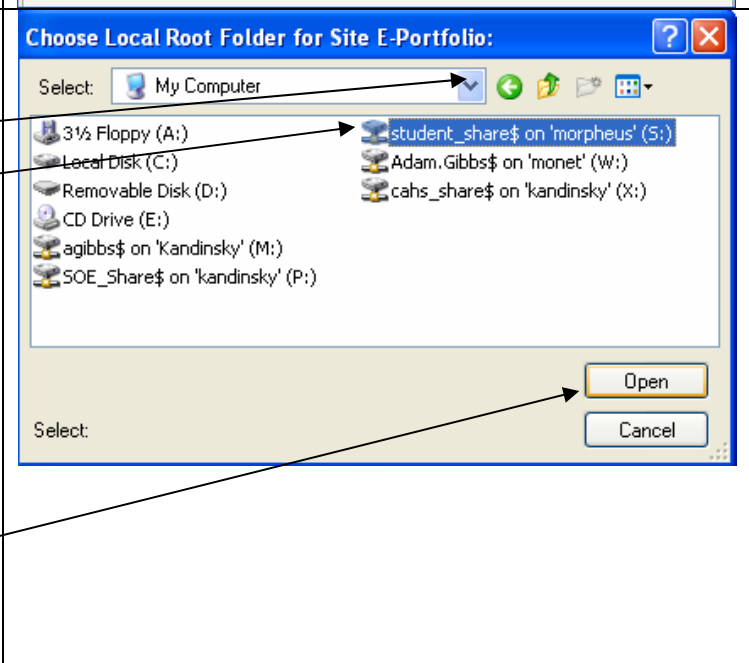
If you are new to the world of Web design you can still edit some of the information and design elements in your Electronic Portfolio. This set of instructions will illustrate how to make those changes in Macromedia Dreamweaver.

Dreamweaver should be available in most of the CAHS computer labs. To check if your computer has Dreamweaver:

- Select the Start button
- Select the “Programs” sub-menu and look for “Macromedia Dreamweaver”

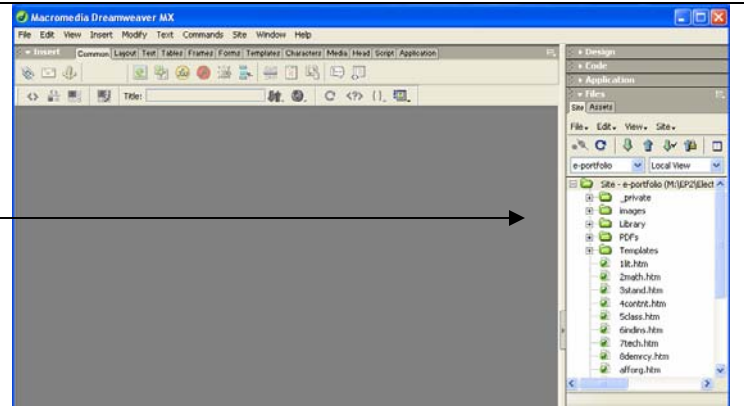
Once you have found a computer that has Dreamweaver take the following steps to access and edit your E-Portfolio.

<p>1. Open Dreamweaver</p> <ul style="list-style-type: none">• Open the Start menu.• Select All Programs.• Choose Macromedia Dreamweaver MX.	 A screenshot of a Windows XP desktop. The Start menu is open, showing a list of programs. 'Macromedia Dreamweaver MX' is highlighted in blue. Other visible programs include Microsoft Office, Photoshop, QSR, QuickTime, SkillCheck Professional, SPSS for Windows, Startup, Symantec Client Security, and Internet Explorer. The taskbar at the bottom shows the Start button, Log Off, and Shut Down buttons, along with open applications like 'E-Port Dreamweaver ...', 'untitled - Paint', and 'Ste'.
<p>2. When you open Dreamweaver you will have a blank screen. You will need to point Dreamweaver to your E-Portfolio and create a site map of your E-Portfolio in Dreamweaver. A site map is a graphical representation of all the E-Portfolio Web pages making it easier to select and work on pages as you need to. To do this:</p> <ul style="list-style-type: none">• Choose “Site” from the Menu Bar.• Select “New Site.”	 A screenshot of the Macromedia Dreamweaver MX application window. The 'Site' menu is open, showing options like 'Site Files', 'Site Map', 'New Site...', 'Edit Sites...', 'Get', 'Check Out', 'Put', 'Check In', 'Undo Check Out', 'Locate in Site', 'Reports...', and 'Deploy Supporting Files...'. The 'New Site...' option is highlighted. The main workspace is blank. The top menu bar includes File, Edit, View, Insert, Modify, Text, Commands, Site, Window, and Help.

<p>3. This site definition Window should appear.</p> <ul style="list-style-type: none"> Type the name of your site here. Select the folder icon to navigate to your freshly downloaded E-Portfolio template on the (S:) drive. 	
<p>4. This is the next window that should appear.</p> <ul style="list-style-type: none"> Open "My Computer." Double-click the (S:) drive. Double-click the SOE folder. Double-click the E-Portfolio folder. Double-click your own Named folder. Double-click the Electronic Portfolio folder. Double-click the CDE Standards E-Portfolio Template folder. Click "Open." Finally, click "OK" on the site definition window. 	

5. You should see a window like this. The right side shows files that make up the E-Portfolio. The first few folders are for the fixed parts of the Web page. The remaining documents are individual Web pages.

6. To edit the content of an individual page, double-click your mouse on the page you want to edit and Dreamweaver will automatically take you to that page.

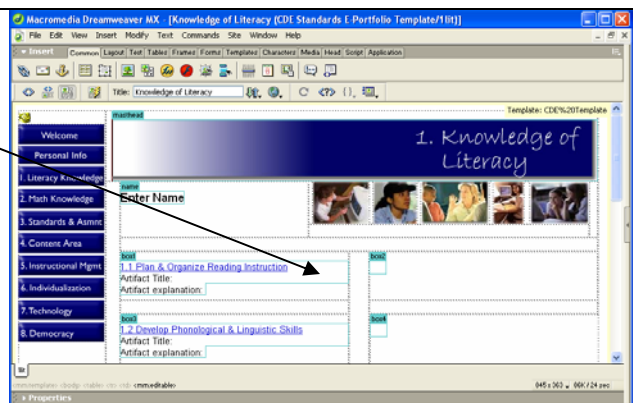


Here is a list of the pages you will want to edit:	
<u>Web Site Map Name</u>	<u>Page Contents</u>
Index	Web site Opening Page
Perinfo	Personal Information Page
Edhist	Educational History
Edphilo	Educational Philosophy
Conf	Conferences
Afforg	Affiliations & Organizations
Emphist	Employment History
Tchexp	Teacher Experience
Work	Teacher Work Sample
1lit	Literacy Standard
2math	Math Standard
3stand	Standards & Assessments
4contnt	Content Area
5class	Class Management
6indins	Individualization of Instruction
7tech	Technology Proficiency
8demrcy	Democracy

7. Once you have reached the page you wish to edit you will notice there are boxes with text prompts in them. Click your mouse inside the box you want to type in and type the appropriate text.

8. Once the changes have been made, select:

- File.
- Save.
- You should save the page each time you make a change.



9. This is also a good time to make a back-up copy of your E-Portfolio to your (M:) drive. Once all of your changes have been made and saved, make a copy of your E-Portfolio template from the (S:) drive and paste it to your (M:) drive. If an older version exists, Windows will ask if you want to replace the old copy with the newer one. We suggest that you replace each old copy of your E-Portfolio with the new one every time you add material or edit your E-Portfolio.