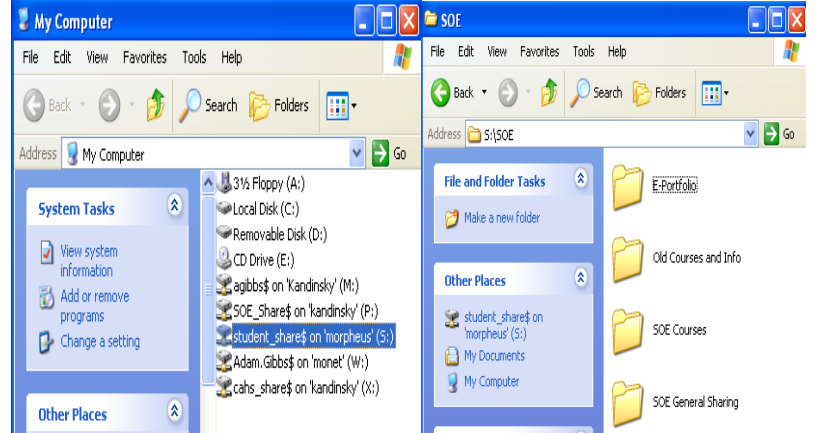
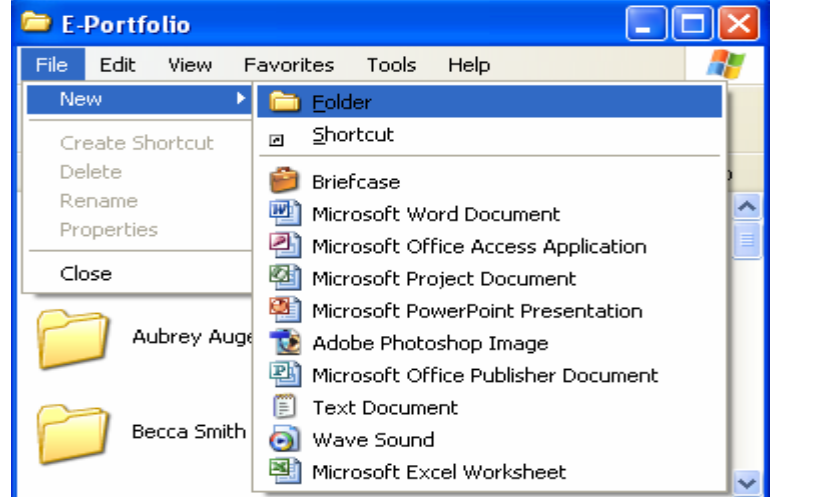
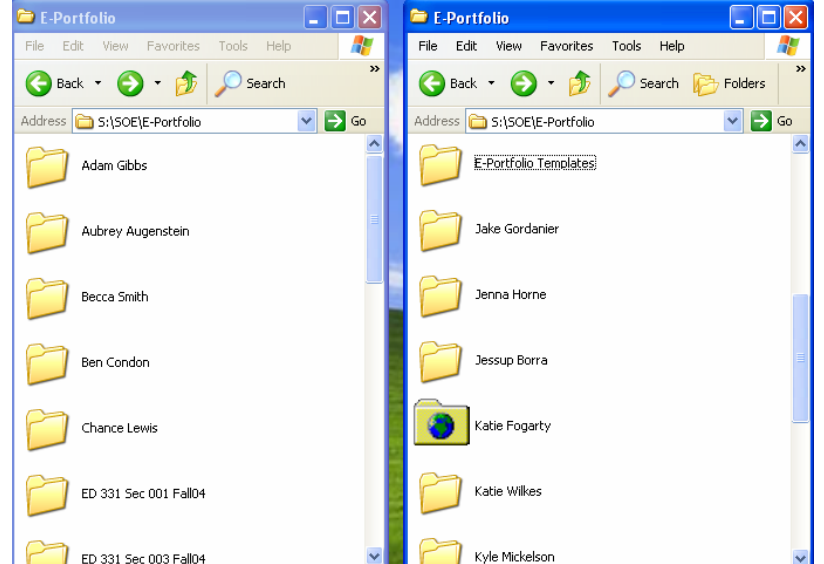


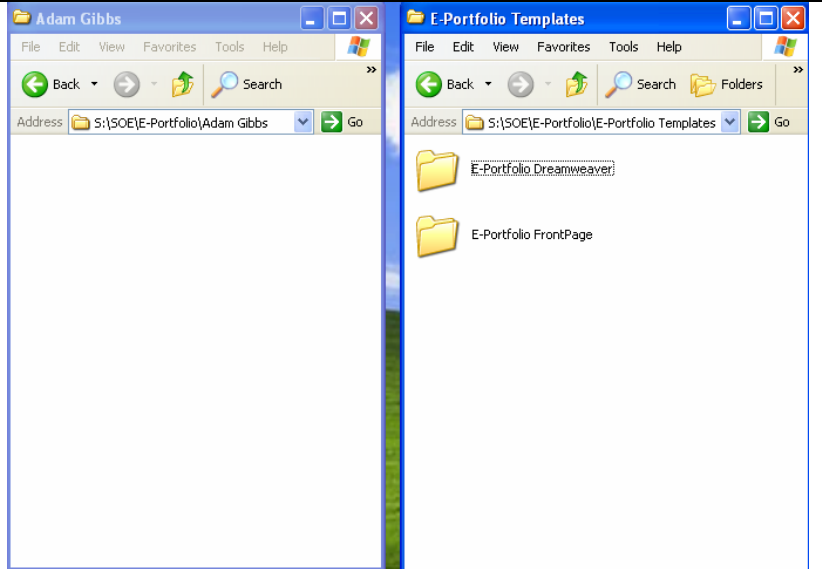
## Downloading the E-Portfolio

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"><li>• Double-click the “My Computer” icon on the desktop.</li><li>• Open the (S:) drive.</li><li>• Open the folder called SOE.</li><li>• Open the folder called E-Portfolio.</li></ul>	 A screenshot of the Windows 'My Computer' window. The address bar shows 'S:\SOE'. The left pane shows 'System Tasks' and 'Other Places'. The right pane shows a folder tree with 'E-Portfolio' selected. Other folders visible include 'Old Courses and Info', 'SOE Courses', and 'SOE General Sharing'.
<p>2. Next you will create a new folder using your name:</p> <ul style="list-style-type: none"><li>• Select File from the menu bar.</li><li>• Select New and Folder.</li><li>• Use your name to name the new folder.</li></ul> <p>This is where you will place the copy of your E-Portfolio. Leave this window open for the next step.</p>	 A screenshot of the Windows 'E-Portfolio' window. The 'File' menu is open, and 'New' > 'Folder' is selected. The 'New' menu is also open, showing options like 'Folder', 'Shortcut', 'Briefcase', etc. The background shows a folder named 'Aubrey Aug...'.
<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"><li>• Double-click the “My Computer” icon.</li><li>• Double-click the (S:) drive.</li><li>• Double-click the SOE folder.</li><li>• Double-click the E-Portfolio Folder.</li><li>• Double-click the E-Portfolio Templates folder.</li></ul>	 Two side-by-side screenshots of the Windows 'E-Portfolio' window. The left window shows the folder structure 'S:\SOE\E-Portfolio' with various student folders like 'Adam Gibbs', 'Aubrey Augenstein', etc. The right window shows the 'E-Portfolio Templates' folder, which contains subfolders for each student, such as 'E-Portfolio Templates', 'Jake Gordanier', 'Jenna Horne', etc.

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, then right-click your 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.

