

## Editing Personal Information in the E-Portfolio Template with FrontPage

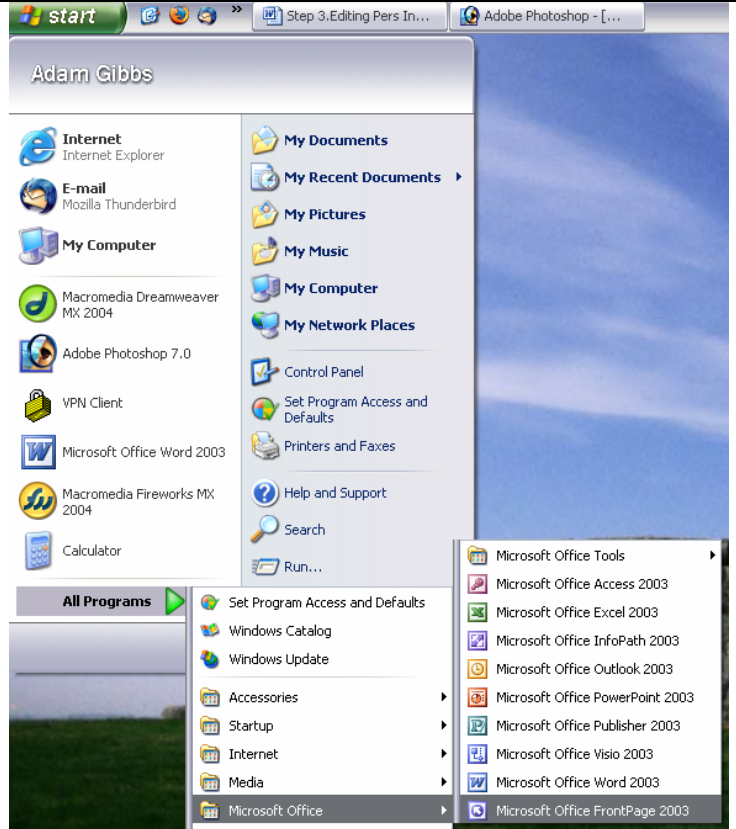
If you understand HTML, how to manipulate HTML through a text editor, or another Web authoring program you can change the E-Portfolio template code to match your own vision for your Electronic Portfolio.

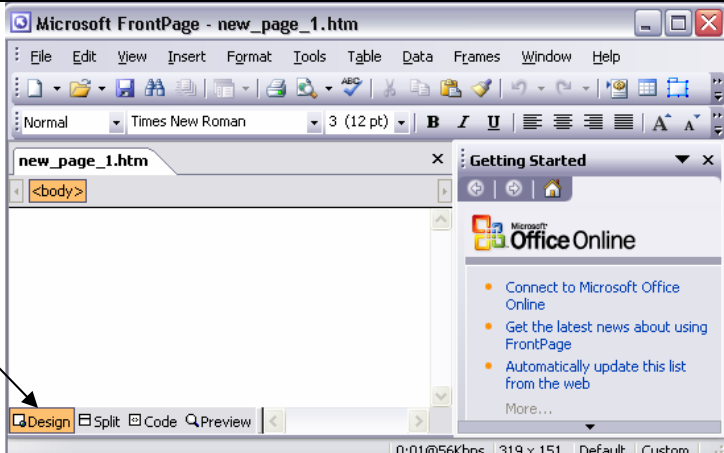
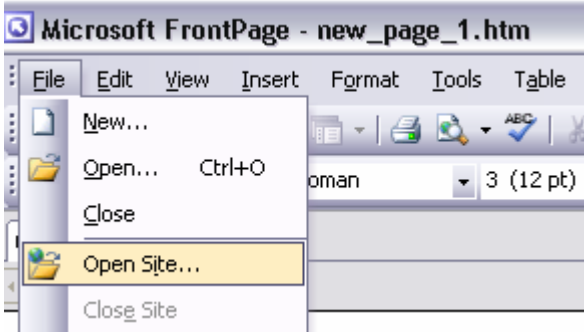
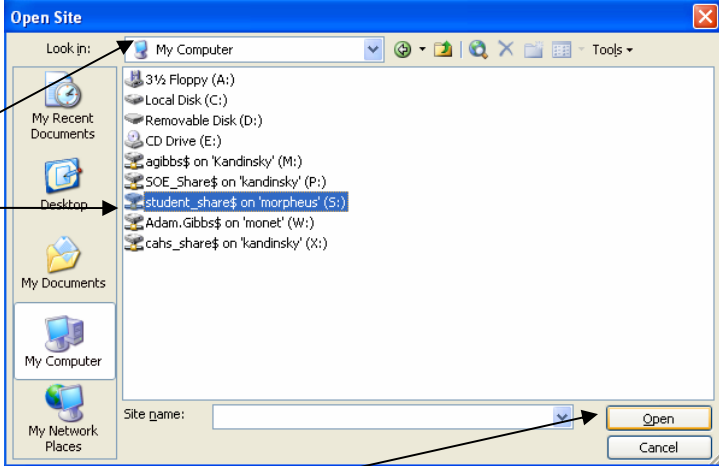
If you are new to the world of Web design you can still edit some of the information and design elements in your Electronic Portfolio. These changes will have to be done through Microsoft FrontPage.

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

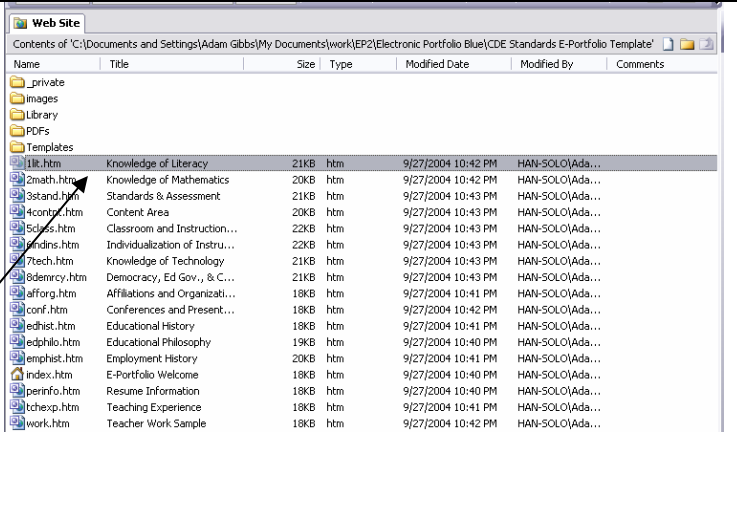
- Select the Start button
- Select the “Programs” sub-menu and look for Microsoft Office and then FrontPage

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

<p>1. Open FrontPage.</p> <ul style="list-style-type: none"><li>• Open the Start menu.</li><li>• Select Programs.</li><li>• Choose Microsoft Office.</li><li>• Select FrontPage.</li></ul>	 <p>The screenshot shows a Windows XP desktop with the Start menu open. The user's name is Adam Gibbs. The Start menu is divided into sections: Internet (Internet Explorer), E-mail (Mozilla Thunderbird), My Computer (listing Macromedia Dreamweaver MX 2004, Adobe Photoshop 7.0, VPN Client, Microsoft Office Word 2003, Macromedia Fireworks MX 2004, and Calculator), My Documents, My Recent Documents, My Pictures, My Music, My Computer, My Network Places, Control Panel, Set Program Access and Defaults, Printers and Faxes, Help and Support, Search, and Run... The 'All Programs' button is highlighted, and the 'All Programs' list is expanded, showing categories like Set Program Access and Defaults, Windows Catalog, Windows Update, Accessories, Startup, Internet, Media, Microsoft Office, and Protection. The 'Microsoft Office' folder is expanded, showing a list of Office applications including Microsoft Office FrontPage 2003.</p>
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<p>2. When you open FrontPage the “Design” view will open as the default. You may also choose to view the “Code” view, or the “Split” view.</p>	
<p>3. You will need to point FrontPage to your E-Portfolio and create a site map of your E-Portfolio in FrontPage. 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"> <li>• Choose “File” from the Menu Bar.</li> <li>• Select “Open Site.”</li> </ul>	
<p>4. A window will open prompting you to select the folder with your Web pages in it.</p> <ul style="list-style-type: none"> <li>• Open “My Computer.”</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 your own Named folder.</li> <li>• Double-click the Electronic Portfolio folder.</li> <li>• Double-click the CDE Standards E-Portfolio Template folder.</li> <li>• Click “Open.”</li> </ul>	

5. You should see a window like this. This is a site map of the E-Portfolio. This 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.

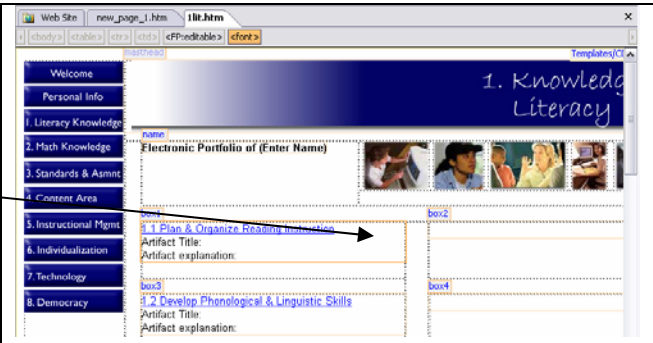


6. To edit the content of an individual page, double-click your mouse on the page you want to edit and FrontPage will automatically take you to that page.

Here is a list of the pages you will want to edit:	
Web Site Map Name	Page Contents
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.