
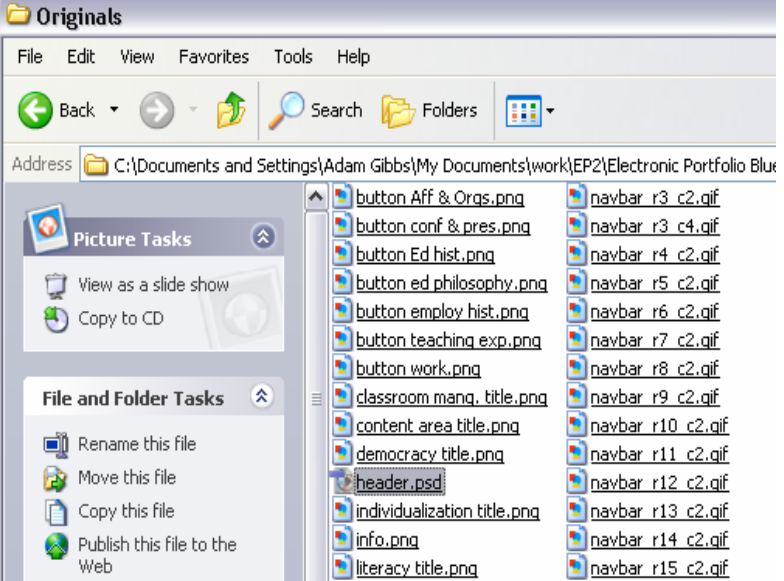


Creating and Adding Pictures to Your E-Portfolio

As your E-Portfolio grows, you may want to occasionally update the look and feel of your portfolio. In this tutorial you will see how to add new images along with the guidelines for creating new images.

<p>If you create new pages for your E-Portfolio, you are going to want a page “header” graphic to let viewers know what that page is about.</p>	
<p>1. Open the editable Header file.</p> <ul style="list-style-type: none"> • Open your CDE Standards E-Portfolio Template folder. • Open the “Library” folder. • Open the “Originals” folder. • Open the “header.psd” file by double-clicking. 	
<p>In the next step you will be using the “Type” tool in Photoshop to write the name of your new page header over the existing graphic.</p> <p>This is a list of the fonts and font sizes for each color varied E-Portfolio:</p> <p>Blue – Bradley Hand ITC font, size 27</p> <p>Green – Goudy Old Style font, size 27</p> <p>Light Blue – BankGothic Lt BT font, size 27</p>	

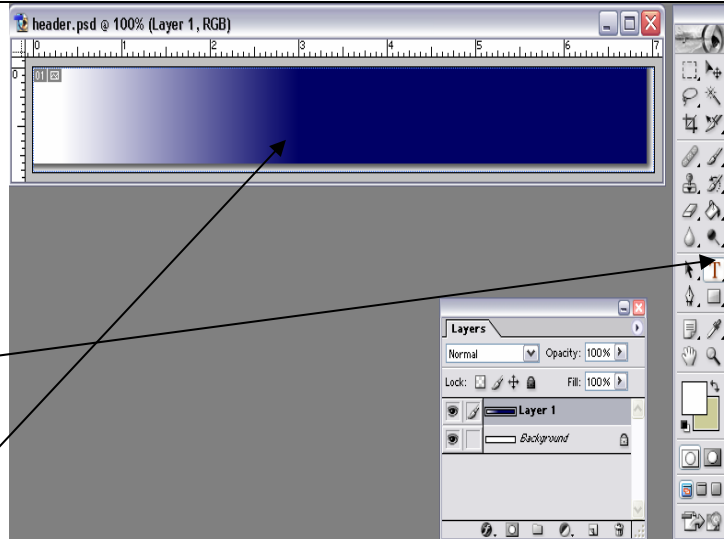
Purple – Eras Light ITC font, size 30

Red – Maiandra GD font, size 30

Tan – Papyrus font, size 27

2. Creating a Text Layer for your Header Graphic.

- Your “header.psd” file will open in Photoshop.
- Click the “Horizontal Type” tool on the floating toolbar.
- Place your cursor on the “header” graphic and click once.

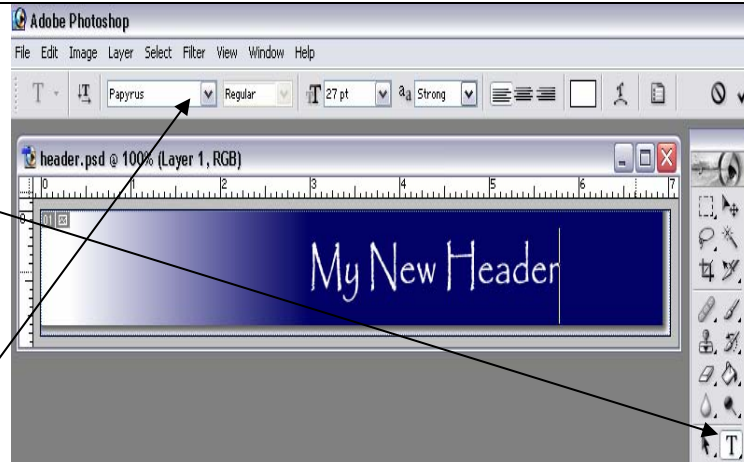


- Once the blinking cursor appears on the “header” graphic, you may start typing your desired text.

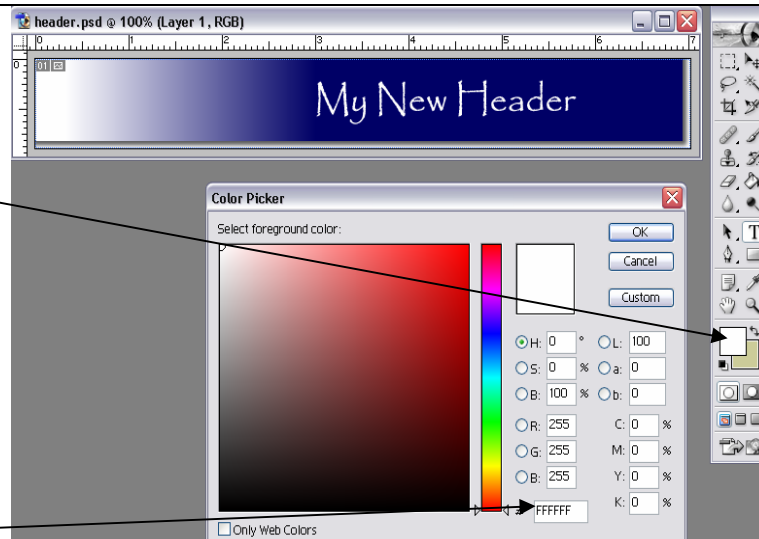


2. Creating a Text Layer for your Header Graphic continued...

- When you select the “Horizontal Type” tool, a text menu bar will open towards the top of the screen.
- You can designate here what font, size and style you want. Note: see the above listed fonts and sizes for the different colored E-Portfolios.

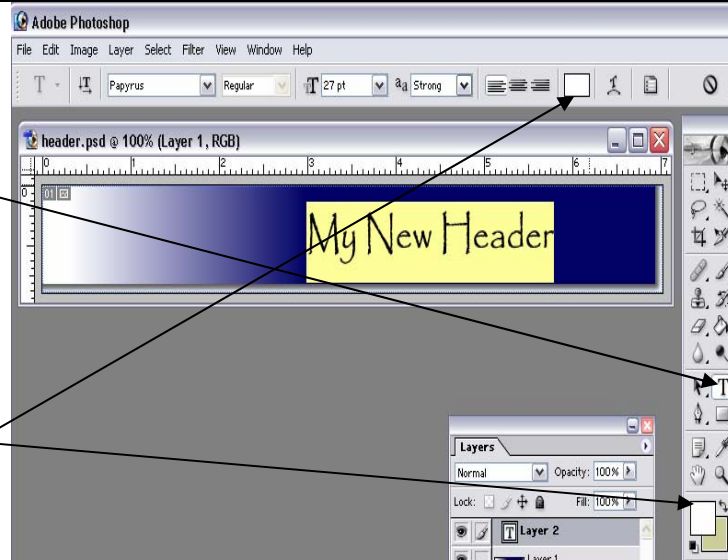


- There are two colored boxes at the bottom of your floating toolbar. Make sure the top one is “White.”
- If it is not white, you can change it by double clicking it.
- A pop-up window will appear.
- Look in the left column at the last box. It will have letters and possibly numbers in it.
- Change what is in the box to say “FFFFFF”
- This is the color code for “White.”
- Click OK.



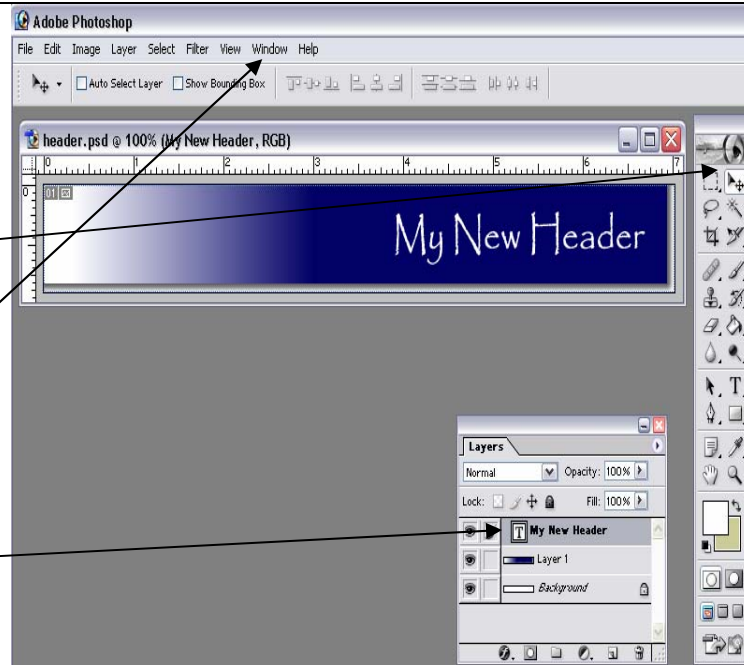
3. Change the color of your text.

- Use your “Horizontal Type” tool to select (highlight) your text.
- Once the text is selected you can double-click either the top-colored square at the bottom of the floating toolbar or the colored square on the font menu to change your color.
- Note: All text used on the E-Portfolio header graphics is “White” or color code “FFFFFF”



4. Reposition your title: Now that you have your new title written out, you will want to reposition it.

- Click the “Move Tool” on the floating toolbar.
- Open the “Layers” window by clicking “Window” then click “Layers.”
- On the “Layers” window, click the top layer featuring your text.
- You can now place your mouse on the text and move it to your desired position.



5. Saving your Graphic.

Note: When making changes to your “header.psd” file, DO NOT SAVE this file.

You need to save this file for the Web as a JPG.

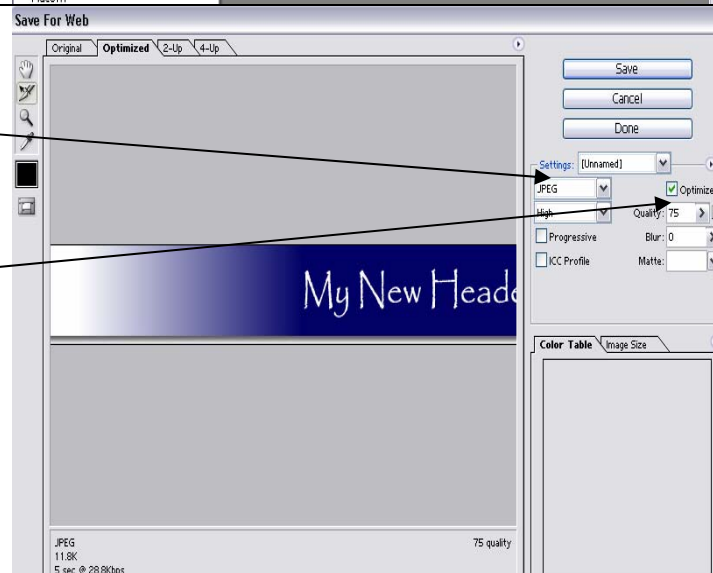
The reason for not saving your “header.psd” file as you work is that the file is in an editable form to create multiple new pictures for your Web site.

Once you have taken the steps above and have your “header.psd” file changed to a new header graphic, you will take the following steps:

- Click the “Move Tool” once on the floating toolbar.
- Next, Click “File,” then “Save for Web.”

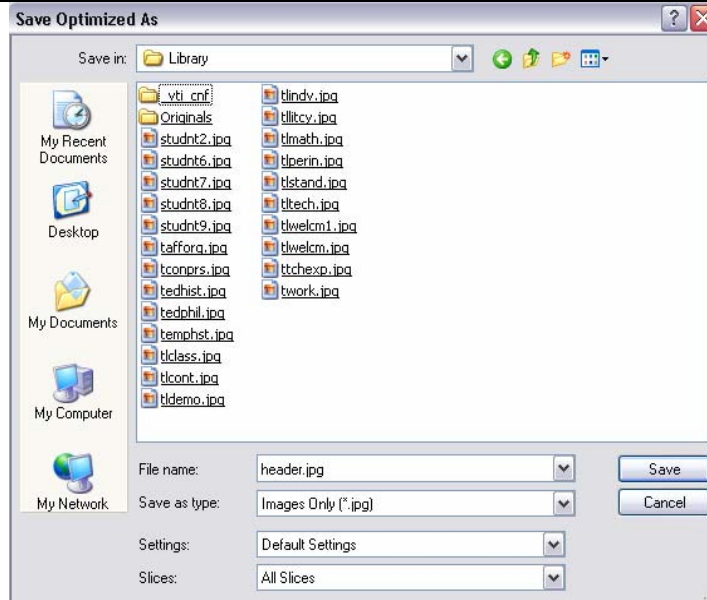


- A pop-up window will appear.
- Set this box to “JPEG,” Note: it may be preset to “GIF.”
- Set the “Quality” box to “75.”
- Click “Save.”



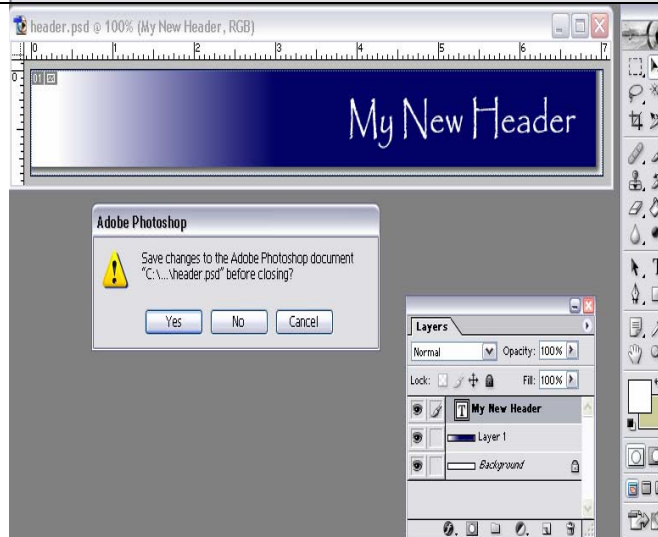
5. Saving your Graphic continued...

- Navigate to your “CDE Standards E-Portfolio Template” folder.
- Open the “Library” folder.
- Save the image here.



6. Closing your “header.psd” file:

- Once you have saved your new graphic as a JPG for the Web, you will want to close your “header.psd” file.
- Click the “close” button (red square with an x).
- A pop-up window will prompt you to save the “header.psd” file.
- BE SURE TO CLICK NO!!!
- Remember that you want your “header.psd” file to remain blank for future graphic making purposes.



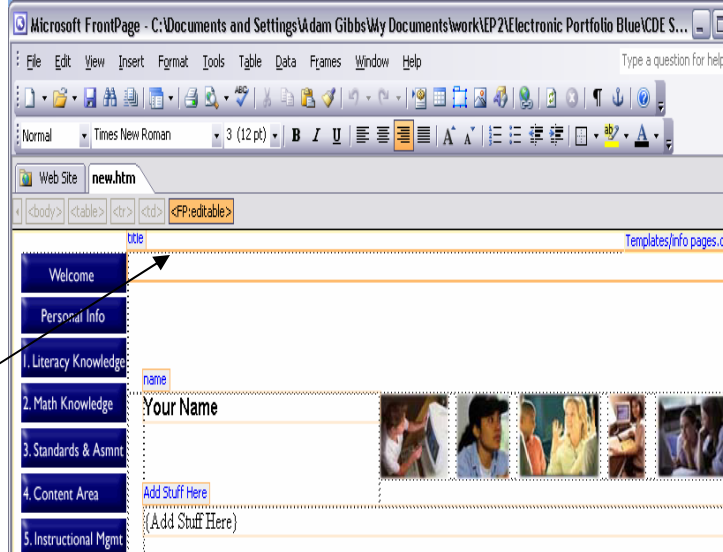
7. Adding your new “header” graphic to a Web page.

Once you have a new Web page created from one of your templates, you will be ready for these steps.

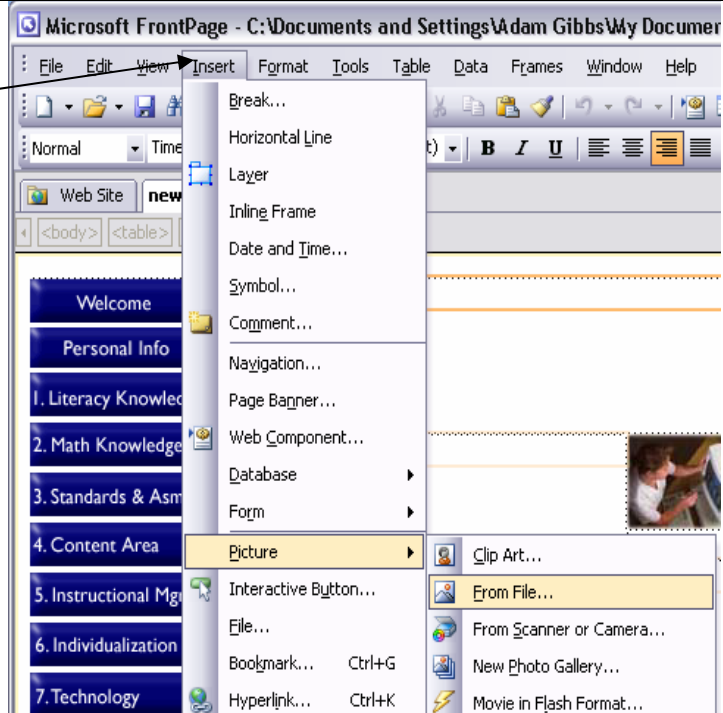
Note: See “Step 8. Editing Templates” tutorial.

Use FrontPage to open your new Web page that you want to add your new header graphic to.

- Place your mouse in the box at the top of the page called “title” and click once.

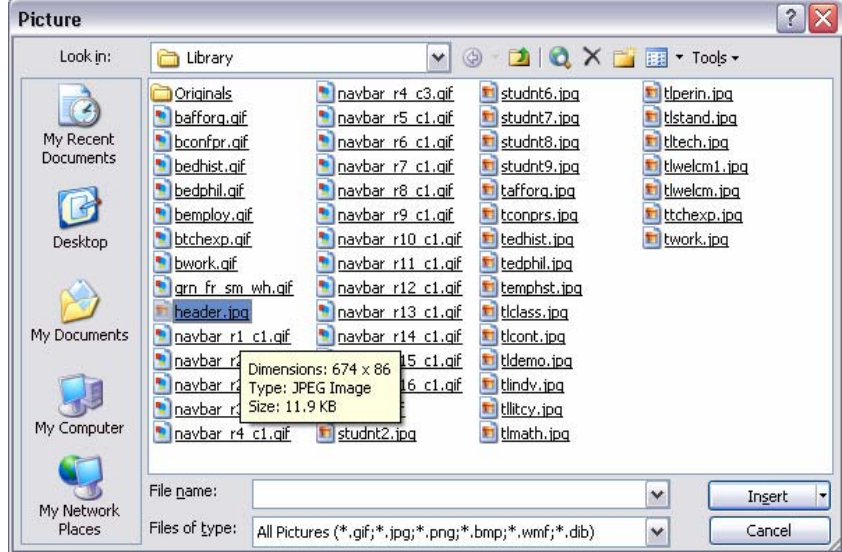


- From the top menu, Click “Insert.”
- Next, click “Picture.”
- Finally, click “From File.”



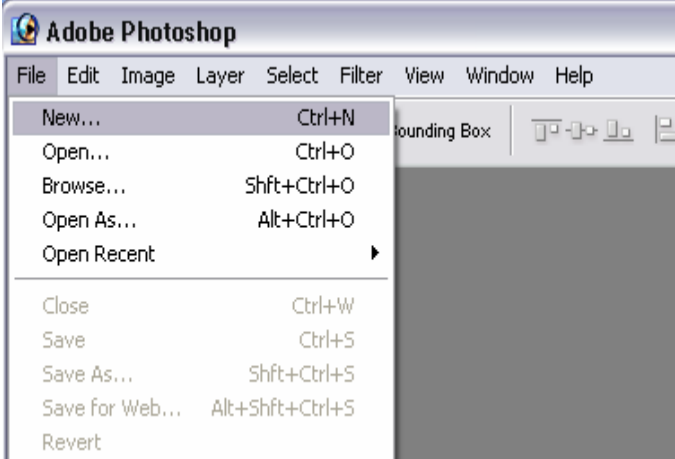
7. Adding your new “header” graphic to a Web page continued...

- A pop-up window will appear.
- Navigate to your “CDE Standards E-Portfolio Template” folder.
- Next, navigate to your “Library” folder.
- Select the header image you created by double-clicking or clicking once and then clicking “Insert.”



Your new header graphic should now appear on your new Web page.



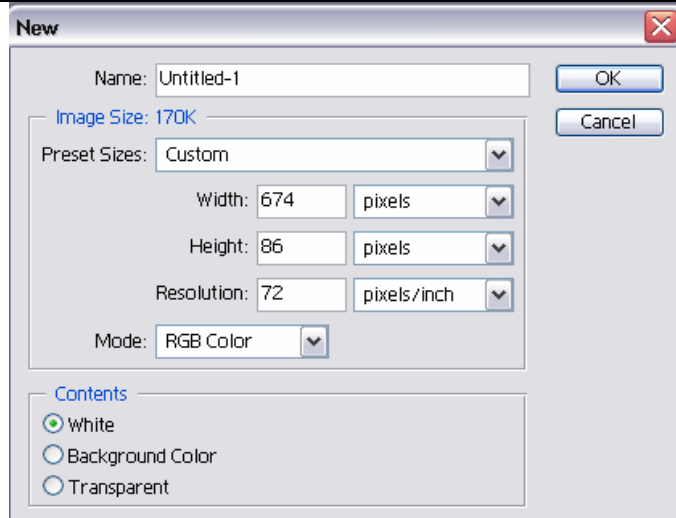
<p>8. Create your own header graphic:</p> <p>If you would like to create your own “header” graphic for your E-Portfolio, you will need to make sure that it meets the “Height” and “Width” specifications in the HTML code.</p> <p>Currently the space for your header graphic is set to a specific height and width within the HTML code. When creating a new graphic, you need to make sure it is the same dimensions.</p>	
<p>8. Create your own header graphic continued...</p> <ul style="list-style-type: none"> • Open a new file in Adobe Photoshop. • Click “File.” • Click “New.” 	 <p>The screenshot shows the Adobe Photoshop application window. The 'File' menu is open, and the 'New...' option is highlighted. The menu items and their keyboard shortcuts are as follows:</p> <ul style="list-style-type: none"> New... (Ctrl+N) Open... (Ctrl+O) Browse... (Shift+Ctrl+O) Open As... (Alt+Ctrl+O) Open Recent (indicated by a right-pointing arrow) Close (Ctrl+W) Save (Ctrl+S) Save As... (Shift+Ctrl+S) Save for Web... (Alt+Shift+Ctrl+S) Revert

8. Create your own header graphic continued...

A pop-up window will appear prompting you to set up the dimensions of your file.

- Enter a value of 674 pixels for the Width.
- Enter a value of 86 pixels for the Height.

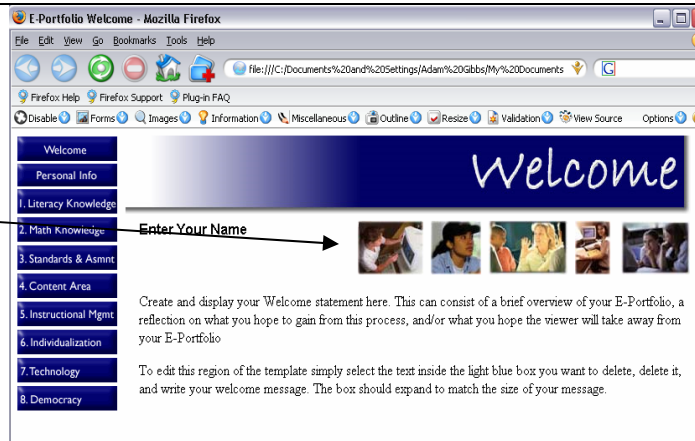
You now have a file that meets the dimensions predetermined in the HTML for your E-Portfolio header graphic.

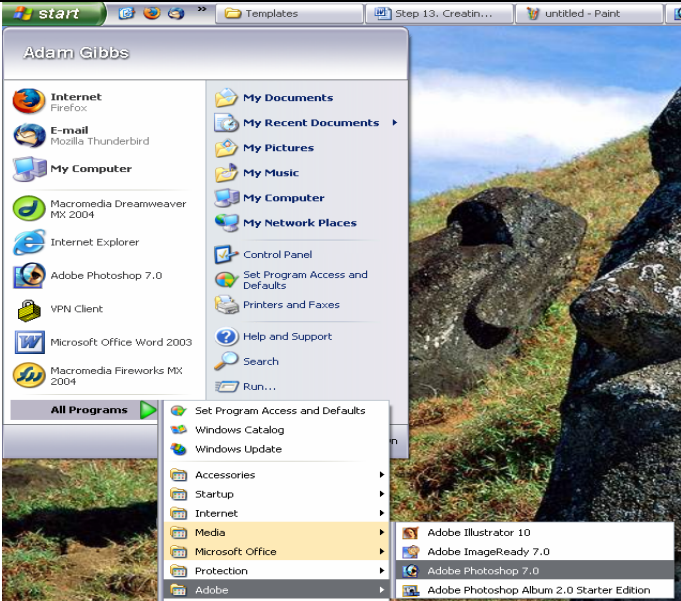
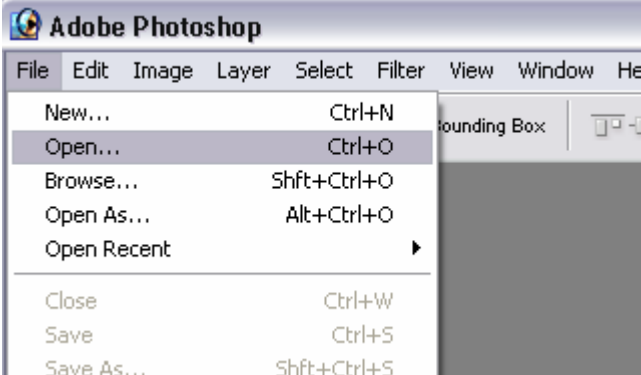
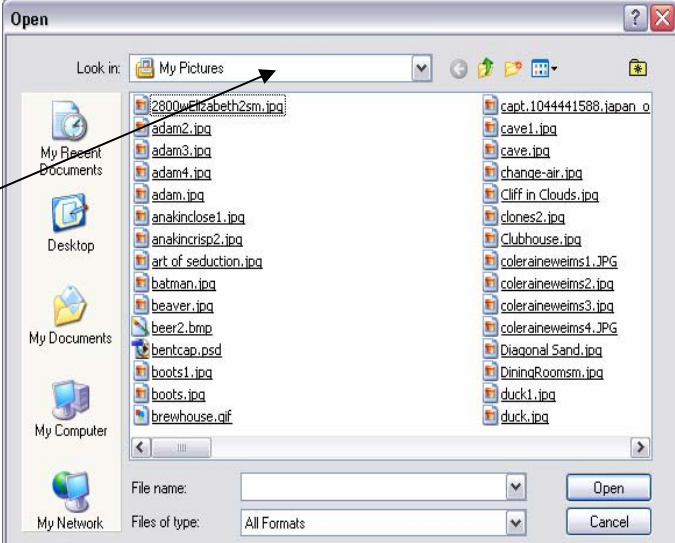


9. Change the photos on your E-Portfolio:

Notice on your E-Portfolio that you have 5 photos included on all of your Web pages.

The following steps will show you how to add your own photos in place of the photos provided.



<p>9. Change the photos on your E-Portfolio continued...</p> <ul style="list-style-type: none"> • Click the Start Menu. • Click “Programs.” • Click “Adobe.” • Click “Adobe Photoshop.” 	
<ul style="list-style-type: none"> • Click “File.” • Click “Open.” 	
<ul style="list-style-type: none"> • A pop-up window will appear prompting you to open your file. • Navigate to where your picture is located. • Double-click the picture to open, or click once and then click “Open.” 	

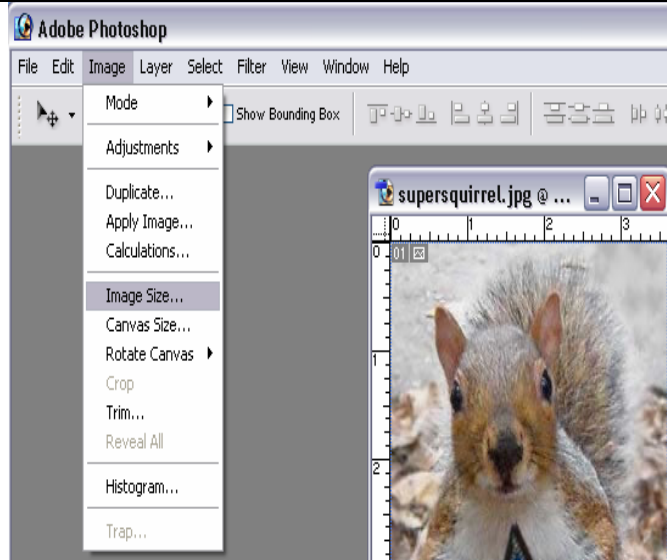
9. Change the photos on your E-Portfolio continued...

- Your photo should now be open in Adobe Photoshop.
- You will now want to adjust the size of your photo.
- In order to make the photo fit in your E-Portfolio, you will need to specify a "Height" of 59 pixels. Also, make sure the "Constrain Proportions" box is checked in the window where you set the height.
- Each photo used on all of the E-Portfolio templates has a height of 59 pixels. The width will not matter, as Adobe Photoshop will adjust the width when you set the height to 59 pixels. This will only work however if the "Constrain Proportions" box is checked.

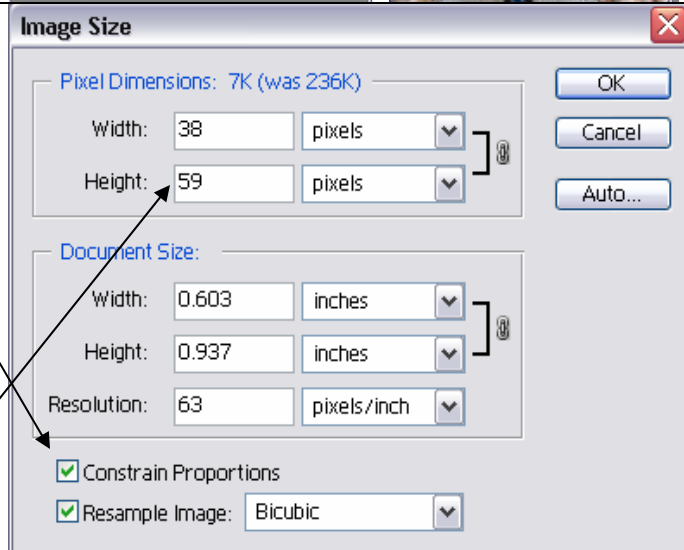


10. Change your photo size:

- Once your photo is open do the following:
- Click “Image” from the top menu.
- Click “Image Size.”

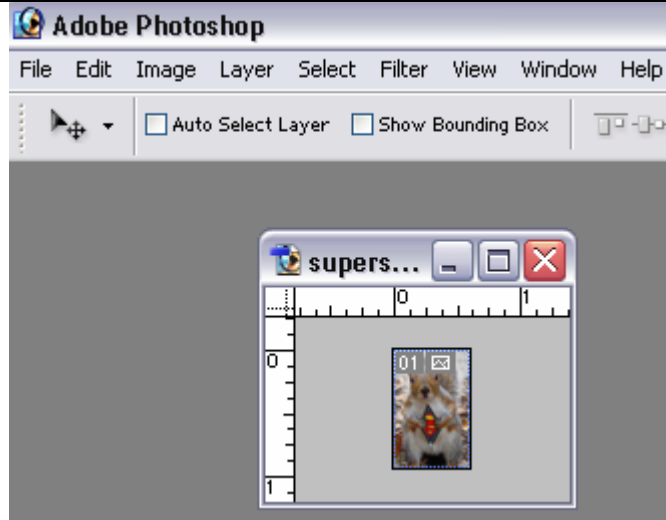


- A pop-up menu will appear to adjust the image size
- First, make sure the “Constrain Proportions” box is checked.
- Next, enter a “Height” of 59 pixels.
- By checking the “Constrain Proportions” box, Photoshop will auto adjust the width to your set height of 59 pixels.
- Click “OK.”



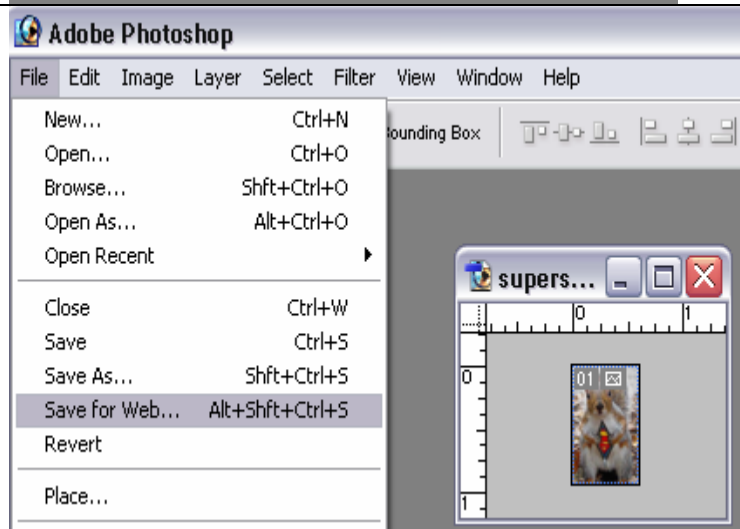
10. Change your photo size continued...

- Your photo should now be resized to the correct dimensions needed for your E-Portfolio.



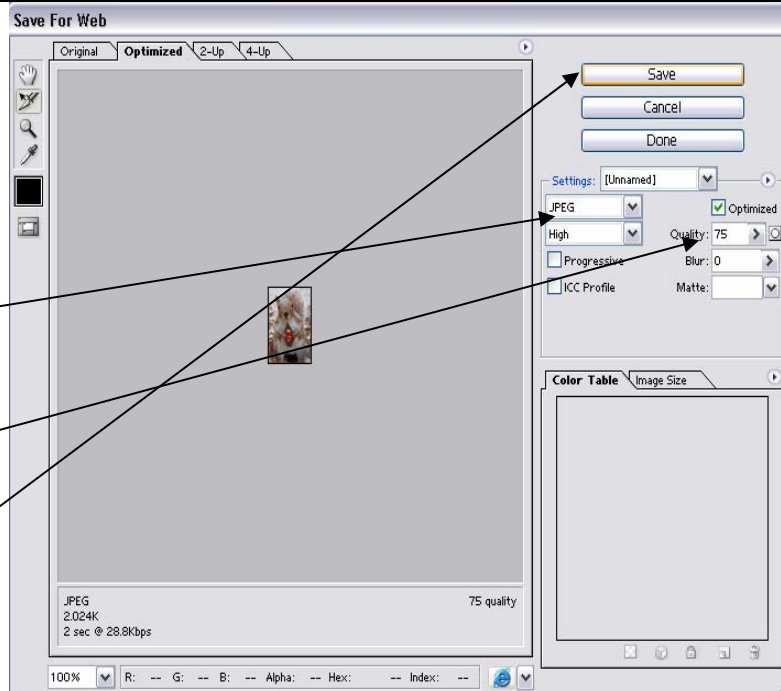
11. Save your resized photo:

- Once your file has been resized, take the following steps to save it:
- Click "File."
- Click "Save for Web."

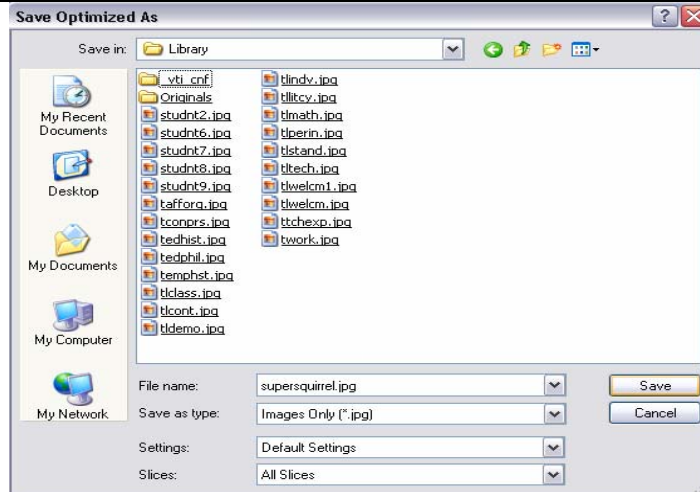


11. Save your resized photo continued...

- A pop-up window opens for you to save your photo for the Web.
- Make sure “JPEG” is displayed in this box and not “GIF.”
- Set the “Quality” to 75.
- Click “Save.”



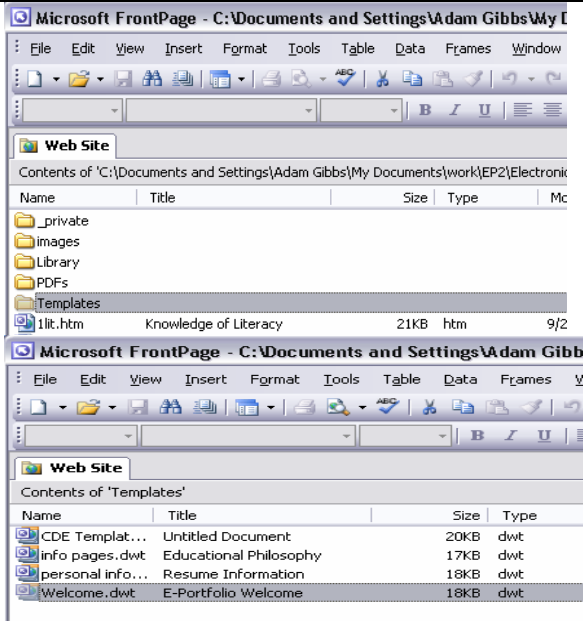
- A pop-up window will open prompting you to save the file to a specific location.
- Navigate to your “CDE Standards E-Portfolio Template” folder.
- Open the “Library” folder.
- Click “Save” within the “Library” folder.



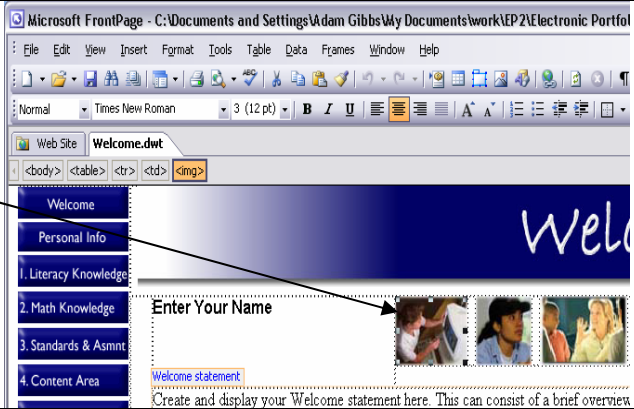
12. Insert the new photo into your E-Portfolio.

- Open your site within FrontPage.
- Open the Templates folder.
- Open each template.

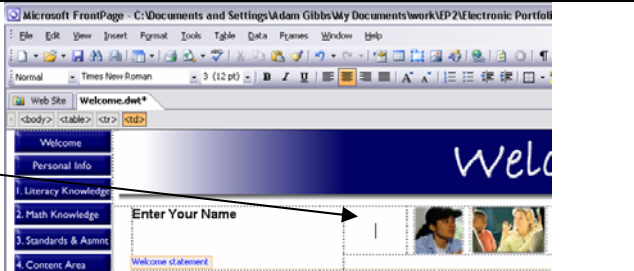
Note: You will want to make these changes to each template so that your entire Web site is updated.



- Once the template has opened, select the picture you wish to replace with your own by clicking once on it.

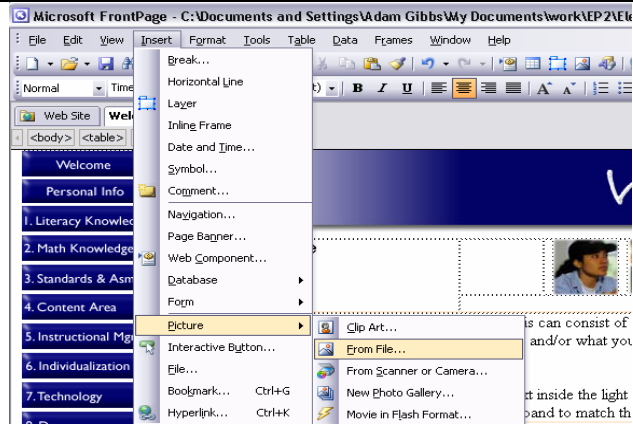


- Once the picture is selected, hit the "Delete" key on the keyboard.
- The picture will be deleted.

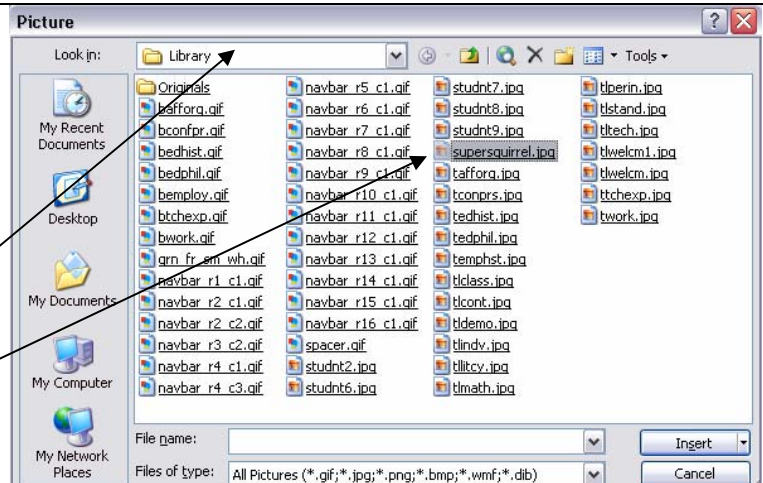


12. Insert the new photo into your E-Portfolio continued...

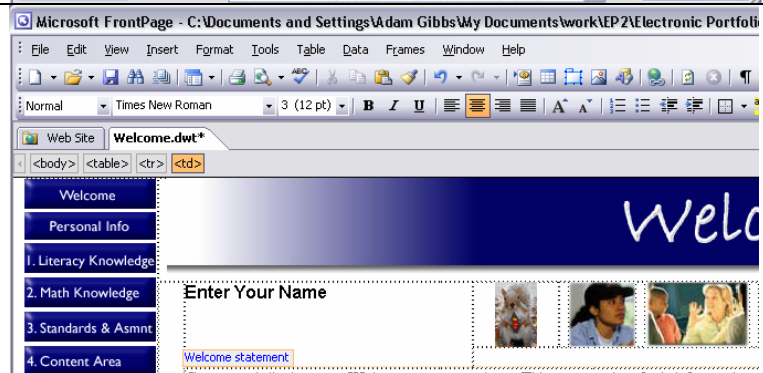
- Make sure your cursor (blinking line) is in the space where the old picture used to be.
- Click "Insert" from the top menu.
- Click "Picture."
- Then click "From File."



- A pop-up window will appear prompting you to select a photo.
- Navigate to your "CDE Standards E-Portfolio" folder.
- Open the "Library" folder.
- Select your photo by double-clicking the file or by clicking the file once and then clicking "OK."



- Your new photo should now appear in the space where the previous photo was located.



13. Save your templates.

- Click “File.”
- Click “Save.”

Note: You will want to apply these changes only to your template files.

After you have updated all of your templates, save the templates and FrontPage will update your Web pages that use those templates. Be sure to click “Yes” when FrontPage asks to update the attached files for the templates.

