

How to Construct a Web-Based Portfolio

By Raymond W. "Donny" Lee, Jr., Ed.D.

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A web based portfolio is designed to provide flexibility and maneuverability among the several documents and graphics that you will include in your portfolio. You can use any number of web production software packages, but these instructions are based on using Corel Word Perfect and Microsoft Word. Each has a web editor, and I've found them to be relatively easy to use, and most everyone has access to one or both of them.

Using Corel Word Perfect

Getting Started – Creating the Web World for Your Portfolio

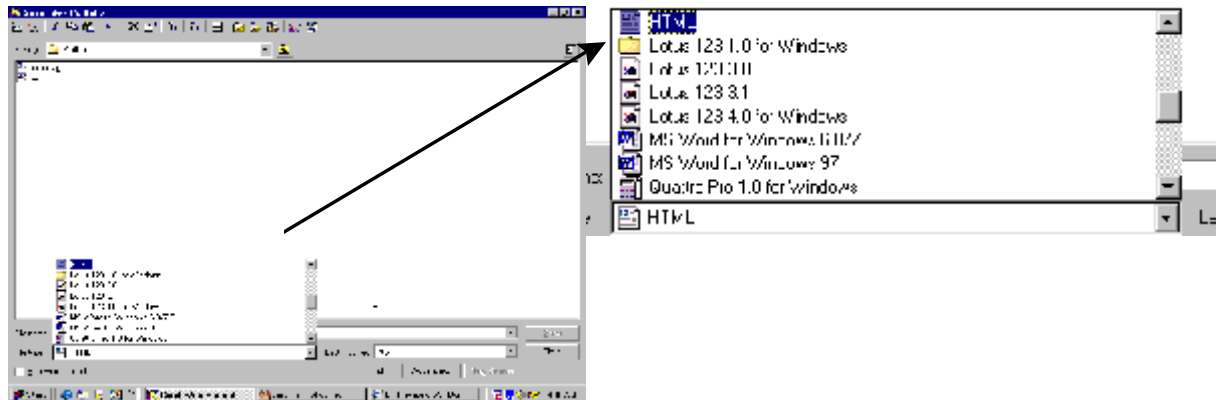
This is not necessarily a web-based portfolio for the World Wide Web although it could be placed there at some time. Rather, it is to exist within its own contained world on a disk (e.g., diskette, zip disk, CD-ROM, hard drive).

First, select a directory (such as "A" drive) then create a folder for all of the files that will be connected with this portfolio.

For example, you will probably save the following (at least):

Home Page, Graphic (your photo), Self-Learning Profile, Application of Technology, Personal Education Philosophy and Professional Reflection, and Unit and Lesson Plan. You may wish to include other documents or graphics. (The previous ones listed are required.)

You need to save all documents as HTML files. You do this by selecting the HTML option on the SAVE command.



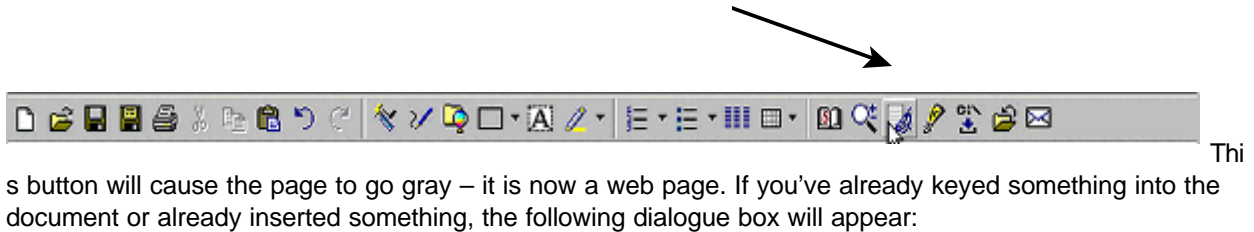
By saving all the documents as HTML in the same folder of the same directory, you are setting up your self-contained web world on a disk. The browser (i.e., Explorer or Netscape) can locate all of the necessary pieces of the web page to reconstruct it so all graphics, texts, backgrounds, etc. appear as they should.

It is essential that all documents be saved as HTML documents and all documents and graphics be saved in the same folder.

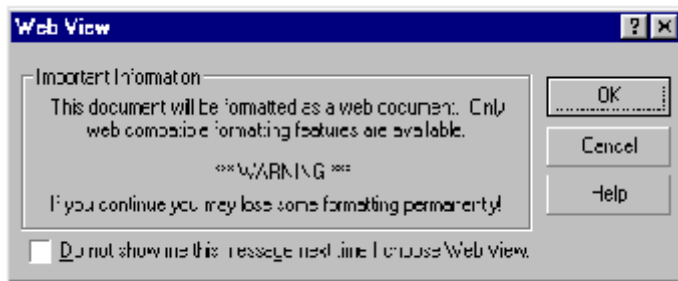
Starting Your Home Page

Your home page of the portfolio is the one that serves as the greeter and the “door” to all of the other parts of the portfolio. It is “home base.” It is the one page that you will spend the most time constructing and linking other documents to.

First, you need to open a document in Word Perfect. It will be a Word Perfect document until you convert it to a web document. You simply click on the “Change View” button on the top tool bar of the screen.

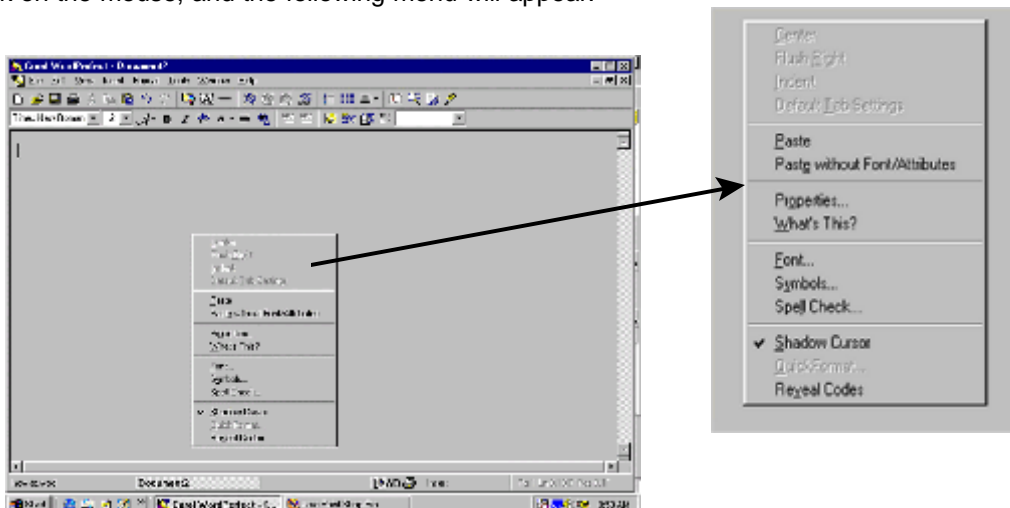


This button will cause the page to go gray – it is now a web page. If you’ve already keyed something into the document or already inserted something, the following dialogue box will appear:



Click OK.

Second, you can change properties of your web page such as background color, font color, etc. You RIGHT click on the mouse, and the following menu will appear:



Click on **PROPERTIES**, and this will allow you to choose from several tabs. Choose **TEXT/BACKGROUND COLORS**. You can then click on various buttons to change colors and other properties. Be careful to create an acceptable contrast level between the color of the font and the color of the background.

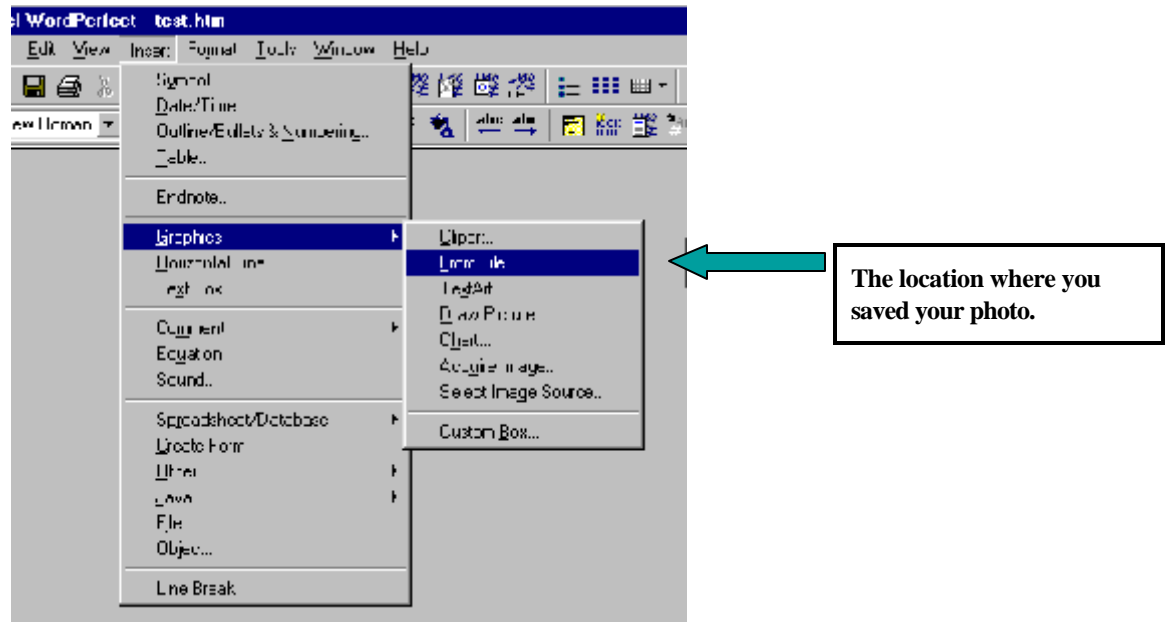
Inserting Your Photograph (graphic)

You can acquire your graphic (photograph) either by scanning a photo into the computer or by using a digital camera and then transferring it to the computer disk. Once you've saved the graphic (preferably as a .jpg file), you can INSERT it into the document. I would recommend your using a software program such as Paint Shop Pro to work with the graphic – resize, touch up, and save it. You can, though, simply insert the graphic from the digital picture you saved into the portfolio folder.

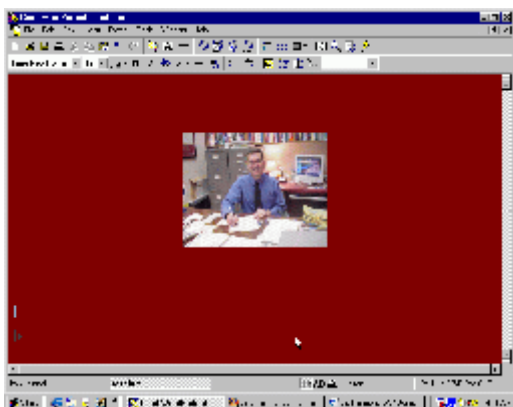
The way this works is that when you pull up your web page, the browser puts the pieces together (i.e., reconstructs) the web page from the parts that comprise it. For example, you have the page with text, the graphics, and any links that go with it. ALL of these must be saved separately and in the same directory and folder (i.e., all saved on the same disk in the same folder).

Be sure to save your graphic SEPARATELY and in the SAME FOLDER, or it will not appear on your home page.

To insert your photograph (graphic), click on INSERT and then click on GRAPHICS then click on FROM FILE.

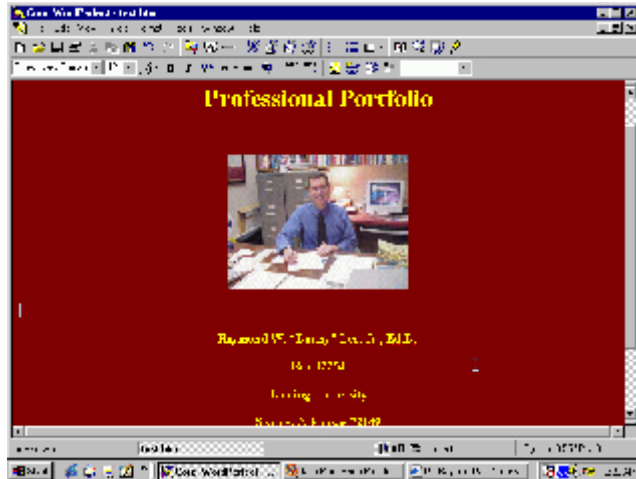


At this point, you will have a home page which could look like this (after changing background color and inserting graphic):



Adding the Text to Your Home Page

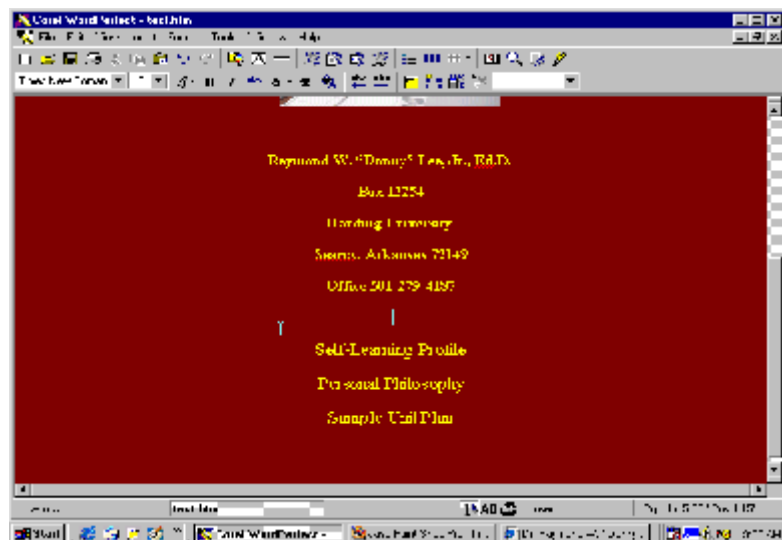
Now, you can key the text of your home page. You will want to include a title, your name, address, phone, and email. Of course, you can include any other pertinent information if you wish. Your home page now may look like this:



Creating a Menu

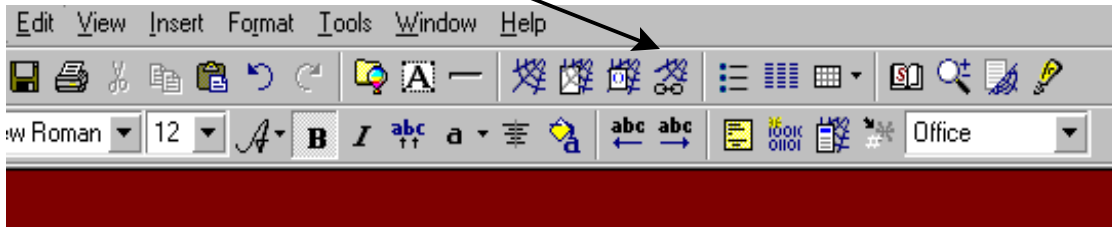
You'll want to create a "menu" of other pages that you'll LINK to this home page. You can do this a couple of ways. I'm going to show you the easiest way, but you can do it by creating a table as well. If you want to go ahead and do it this way, feel free to.

The easiest way is simply to LIST by keying in the various pages you'll link to the home page. It may look like this:

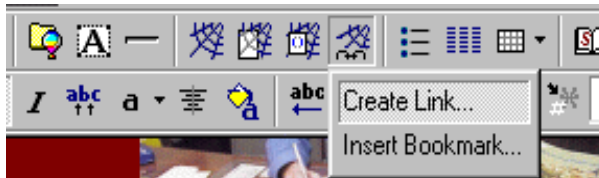


How to Link Pages to Your Home Page

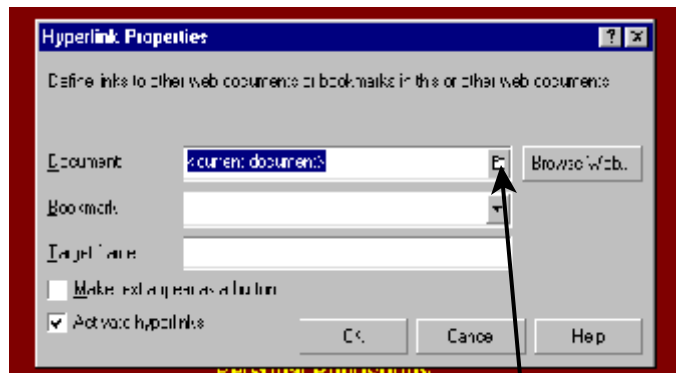
This is a relatively simple procedure. What you are, in fact, doing is telling the computer where to look when someone clicks on each linked text. You do this by highlighting each text one at a time and telling it where to link it to. Then, click on link icon in the top tool bar.



The following will appear



Click on CREATE LINK and the following dialogue box will appear:



You will need to key in the file location of the document you wish to link to the home page in the DOCUMENT box (the one that's already highlighted in blue). You can do this by simply keying in the file location (i.e., a:\learningprofile.htm) or by clicking on the file folder and then selecting the file you wish to link. Once you've done this, the highlighted words on the home page will turn a different color – the color that you've designated links to be. This means that it is an active link (i.e., will work now).

Now you've created your portfolio home page, added your photograph, keyed in important information, and linked your documents to the home page. You can experiment with other options if you wish.

Using Microsoft Word

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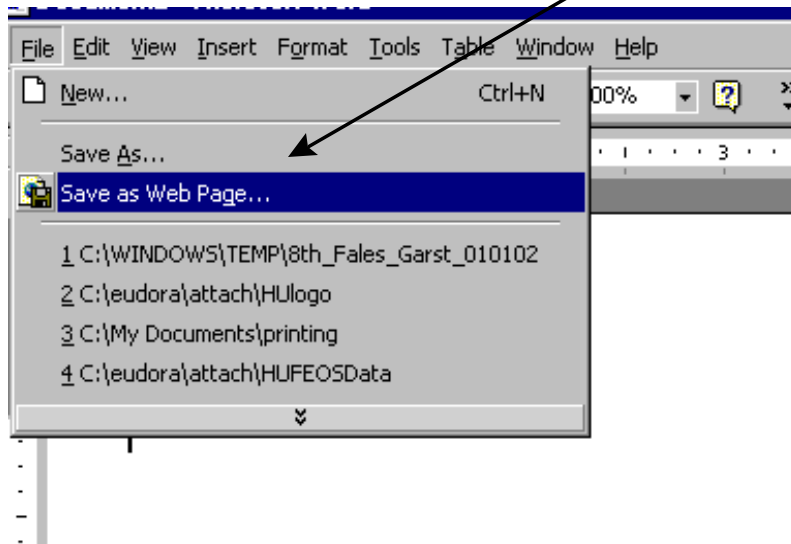
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For example, you will probably save the following (at least):

Home Page, Graphic (your photo), Self-Learning Profile, Application of Technology, Personal Education Philosophy and Professional Reflection, and Unit and Lesson Plan. You may wish to include other documents or graphics. (The previous ones listed are required.)

You need to open a document using the FILE drop-down option. Click on SAVE AS A WEB PAGE. This will automatically save your new document as an HTML document.

All documents must be saved as HTML documents.



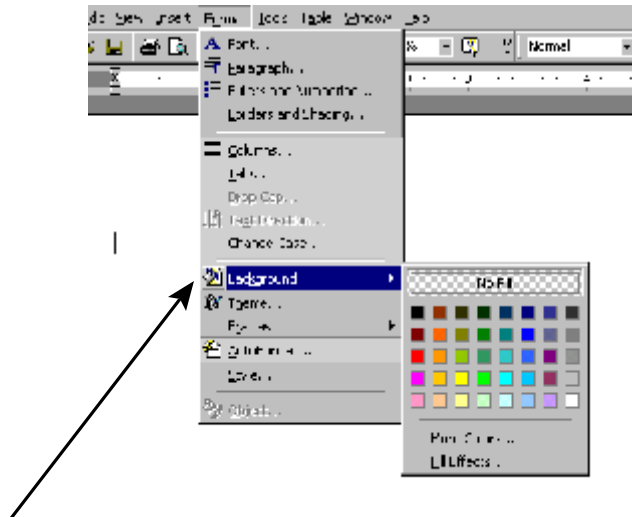
By saving all the documents as HTML (web documents) in the same folder of the same directory, you are setting up your self-contained web world on a disk. The browser (i.e., Explorer or Netscape) can locate all of the necessary pieces of the web page to reconstruct it so all graphics, texts, backgrounds, etc. appear as they should.

It is essential that all documents be saved as HTML (or web) documents and all documents and graphics be saved in the same folder.

Starting Your Home Page

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You can change properties of your web page such as background color, font color, etc. by clicking on FORMAT in the top tool bar, and the following will appear:



Click on BACKGROUND and then select the color you prefer. You can change font colors using FORMAT and the clicking on FONT. Be careful to create an acceptable contrast level between the color of the font and the color of the background.

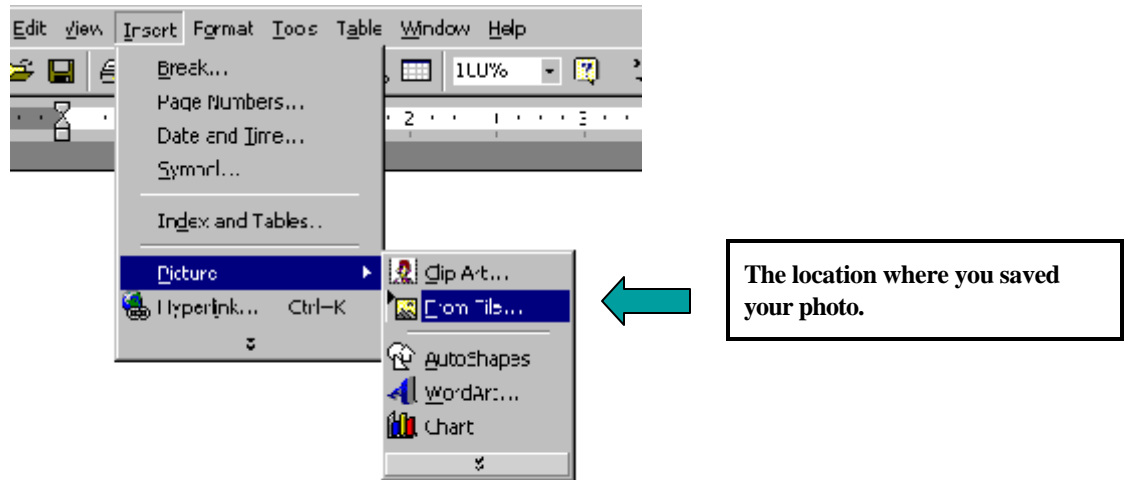
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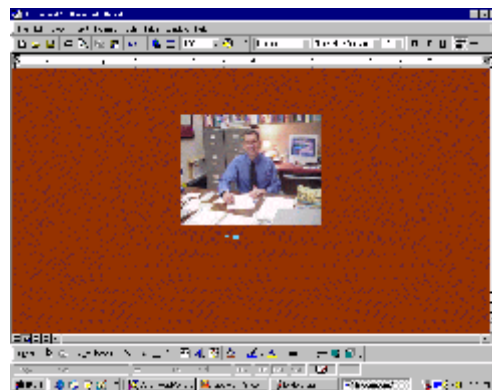
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Be sure to save your graphic SEPARATELY and in the SAME FOLDER, or it will not appear on your home page.

To insert your photograph (graphic), click on INSERT and then click on PICTURE then click on FROM FILE.



At this point, you will have a home page which could look like this (after changing background color and inserting graphic):



Adding the Text to Your Home Page

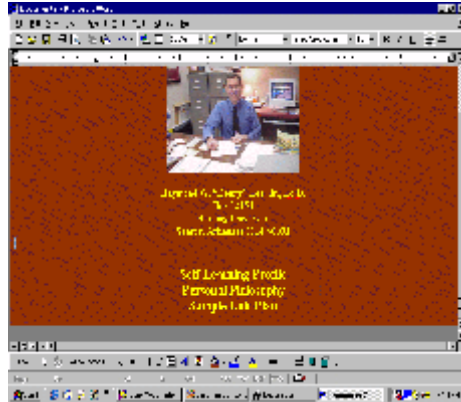
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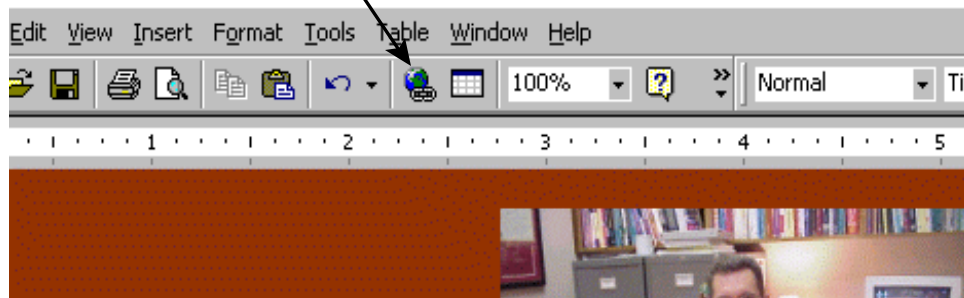
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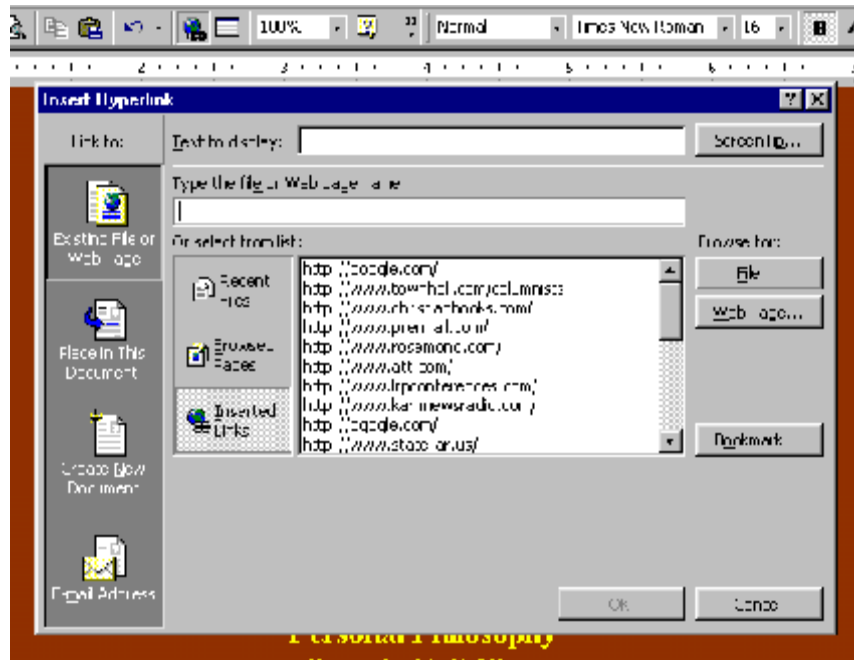


How to Link Pages to Your Home Page

This is a relatively simple procedure. What you are, in fact, doing is telling the computer where to look when someone clicks on each linked text. You do this by highlighting each text one at a time and telling it where to link it to. Then, click on the top link icon in tool bar.



The following will appear:



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