

Handout #9

Your Professional Portfolio Page

Here are the directions for setting up your Professional Portfolio contents page on the Web.

Step 1: Typing in the Table of Contents

In **FrontPage**, open the **portfolio.htm** file which you saved on your disk in the first week of the Web project—when you completed **handout #2** (Creating your homepage on the Web).

Below (boxed) is an illustration of how your Professional Portfolio page will look after you've added the Table of Contents. A subsequent handout—**handout #10** (Portfolio Page completion)—will describe in detail what each item in the Table of Contents will include.



Use **Automatic Bullets** for the list as you type it in (**Format > Bullets and Numbering**). Type carefully—you don't want any spelling errors.

Save the updated **portfolio.htm** page before proceeding to the next step in this exercise.

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Step 2: Adding Hyperlinks to the Professional Portfolio Table of Contents

You need to make each **bulleted** line in the illustration above a **hyperlink** to a page in your web site which will contain the content for that item.

Right click on each **Bullet** in turn, then from the pop up menu select **Hyperlink...**, and in the **Address** data entry box type each hyperlink as follows—you can copy and paste them from the list if you have this handout open on your screen (the boldfaced filenames are highlighted to help you in **Step 4** of this tutorial):

<http://www.geocities.com/loginname/credentials.htm>
<http://www.geocities.com/loginname/philosophy.htm>
<http://www.geocities.com/loginname/lessonplans.htm>
<http://www.geocities.com/loginname/assessments.htm>
<http://www.geocities.com/loginname/samples.htm>
<http://www.geocities.com/loginname/specialneeds.htm>
<http://www.geocities.com/loginname/photos.htm>
<http://www.geocities.com/loginname/artifacts.htm>
<http://www.geocities.com/loginname/relevantmaterials.htm>
<http://www.geocities.com/loginname/coursework.htm>
<http://www.geocities.com/loginname/professional.htm>

Save the **portfolio.htm** page again.

Step 3: Uploading the Professional Portfolio Table of Contents

There is one final task after you've saved the **portfolio.htm** page. You can maybe guess what it is? Yes, that's right! You have to **UPLOAD** the updated **portfolio.htm** file to your File Manager and then **CHECK IT OUT** by clicking on the link to your Portfolio from the Navigation Bar. Here, in case you need reminding, are the steps to do this:

In the Task Bar, go to your **File Manager** (should be the first icon there if you're still following the recommended setup described in **handout #3**—Working with your Web pages) and click on the **Upload Files** button.

Use the first **Browse** box to upload the **portfolio.htm** file you just updated. After the Upload is complete, check to make sure it **Uploaded Successfully**.

Now, go to your **home page** in Yahoo!/geocities and, in the Navigation Bar, click on the link to your Portfolio.

Hit **Ctrl-R** to **refresh** the web page so you can check out how it looks with the Portfolio Table of Contents.

You'll notice that, for now, none of the links in the Table of Contents work because you haven't yet created the dummy web pages for them. That's what you're going to do next.

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Step 4: Creating the "dummy" pages for your Professional Portfolio

Now that you have **updated** your **Professional Portfolio page** by adding the **11** hyperlinks to the Table of Contents, and after you've **saved** it, **uploaded** it, and **checked it out** on the Web, you need to use **FrontPage** to create **11 dummy pages**, one for each of the links on your Portfolio Page. Here are the steps to do this:

1. In **FrontPage**, **open** the **template.htm** file which you have saved on your disk and which you will use now for the 11 new files you're about to create. You will be using this **template.htm** file for several other web pages you later will be adding to your web site on the way to completing the website project; but that's for the next handout—**handout #10** (Portfolio Page completion).
2. From the **File** menu select **Save As...**, replace **template.htm** with the new filename **credentials.htm**, and, **BEFORE YOU HIT THE SAVE BUTTON**, click on the **Change Title** button. In the dialog box that pops up, type the phrase: **My Name's Professional Credentials** (where My Name is, of course, your own name!).
3. Now, click to position the cursor **between** the **two horizontal lines** in the **credentials.htm** file.
4. Type the phrase: **My credentials will go on this page...**, then click on **Save**, and **close** the **credentials.htm** document.

Get the idea? You've just created a dummy web page where you'll be providing content related to your professional credentials. You're about to create a dummy page for each of the 10 remaining items listed in your Professional Portfolio Table of Contents. The name for each of these files is highlighted at the end of each of the hyperlinks (URLs) listed on the previous page of this handout (**Step 2**). You'll be providing the actual content for these web pages later in the project.

Repeat steps 1-4 above to create a dummy page for each of the **ten (10) other pages** listed in your **Professional Portfolio Table of Contents**.

When you have finished creating all 11 dummy web pages and saved them on your disk, you next must **Upload** each of them to your File Manager. You probably know how to do this by now, but just in case you're still getting the hang of it, here are the steps:

In the Task Bar, go to your **File Manager** (first icon) and click on the **Upload Files** button. Use the **Browse** boxes to upload the files you just created until you've uploaded **all 11** files. Now, navigate to your **portfolio page** on the Web and hit **Ctrl-R** to **refresh** the web page.

Check out **every single link** on your Professional Portfolio page to make sure that they all work correctly by taking you to the appropriate page corresponding to the item in the Portfolio Table of Contents.

If there are still problems, see if you can figure them out for yourself, or ask a classmate or colleague to help you since that will reinforce their skills, too.