

Technology Quick Guide

Note: Copy appropriate files from the CD to a hard drive, Zip disk, USB drive, network or other disk space. The instructions below can be used with the Word or HTML files provided on the CD.

Preparing artifacts for your ePortfolio™

- Save your artifacts files (e.g. budgets, action plans, teacher evaluations, professional growth plans, etc.) in the *artifacts* folder.
- Saving artifacts as web pages (**optional**)
With the document open in Word, Excel or Powerpoint, choose *File – Save as Web Page*. In the *Save* dialog box choose to save in the *artifacts* folder. (Do not have any spaces or special characters such as *, & % - #, in the file name.)

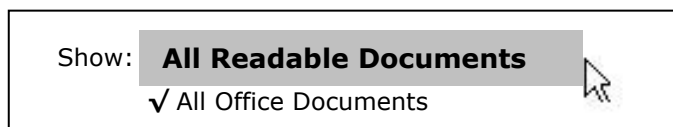
Note: Make sure "**Web page**" is selected as "Save as Type," **NOT "Single File Web Page."** "Web page" saves file as *.htm, *.html, "Single File Web Page" saves file as *.mhtm, *.mhtml, which some Web browsers cannot display on the Web.

Any graphics contained in the file (e.g. Excel charts and images on Word document or PowerPoint slides) will be stored in a folder named after the file name followed by "_files" (e.g. a folder named as "document_files" would be the folder that stores all the images for the converted html file, "document.htm"). When uploading or copying make sure to include **both** the initial **"_htm"** file and the **"_files"** folder.


- Saving artifacts as PDF files (**Recommended** for Excel or other non-web friendly files) – You should have software, **Adobe Acrobat** (not the Adobe Acrobat reader). With the document open in Word, Excel or Powerpoint, choose *File – Print*. Choose "Adobe PDF" option listed under Printer Names. The converted PDF file will be opened automatically.

Linking artifacts to a standard page of your ePortfolio™

- File – Open a standards page (e.g. *standard3.htm*).
Note: For Windows, if no files appear in the *Open dialog box* select *Show: All Readable Documents*.



For Macintosh, select *All Readable Documents*

- Type in title of the artifact.
- Highlight the title of the artifact.
- Click on the *Insert Hyperlink* button on the upper toolbar 
- For Windows, look in the *artifacts* folder to locate the artifact file that you want to link and double-click on the file to select.
- For Macintosh, click on the *Document* tab and then the *Select* button. Click on the artifact file in the *artifacts* folder that you want to link. Click on the *Open* button then the *OK* button.
- The artifact name should now be underlined indicating a hyperlink has been established.

Quick Guide: Linking Artifacts to ePortfolio™ Standard Pages Using Microsoft Word - page 1
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Testing a hyperlink

In Word hold down the **CONTROL key** (Windows) or **COMMAND key** (Macintosh) when clicking on a linked artifact, or, open standard3.htm in Netscape of Explorer and click on linked artifact.

Removing/modifying a hyperlink

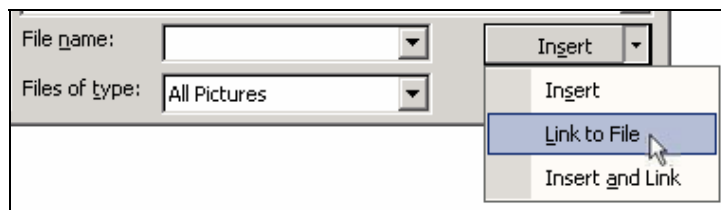
- Highlight underlined hyperlink
- From the Insert pull down menu choose Hyperlink (bottom choice)
- Click on the Remove Link button to eliminate the link, or, select to link to another file.

Inserting media files (digital photos, scanned images) into your ePortfolio™

- Have media (scanned images, digital picture, movie clips, etc.) saved in the *artifacts* folder.
- Create a new or open an existing document and save it in the *artifacts* folder.

Insert a picture or image into a Microsoft Word document (Windows)

- Click where you want to insert an image.
- From **Insert** menu choose **Picture – From File**.
- Locate and click the image found in the *artifacts* folder.
- Choose **Link to File** from the *Insert* pull-down tab (see below)



Insert a picture or image into a Microsoft Word document (Macintosh)

- Click where you want to insert an image.
- From **Insert** menu choose **Picture – From File**.
- Locate and click the image found in the *artifacts* folder.
- Check (✓) **Link to File** check box.
- Uncheck **Save with Document**
- Click the *Insert* button found toward the bottom right of the dialog box.

Insert a movie clip into a Microsoft Word document (Windows)

- Click where you want to insert a movie.
- On the *Insert* menu, click *Object*, and then click the **Create from File** tab.
- Click *Browse button*, and locate the movie clip you want to insert.
- Select (✓ check) the **Link to file** check box.

Insert a movie clip into a Microsoft Word document (Macintosh)

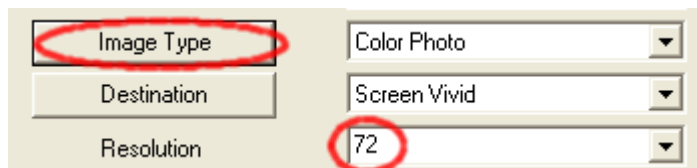
- Click where you want to insert a movie clip.
- From *Insert* menu choose **Movie**

Scanning and Resizing images

Scanning

NOTE: If images are not saved correctly, they can take up most of your ePortfolio™ web space. To avoid this problem, make a habit of resizing images after scanning or images taken with a digital camera. The following steps assume the use of *EPSON scanners* and *Photoshop Elements*, but should be general enough for other scanners and graphic software such as Photoshop, Macromedia Fireworks.

1. Place object face-down in a corner of the scanner
2. Ensure that the scanner is on.
3. Open the software application, *Photoshop Elements*.
4. Select appropriate Image Type; verify Resolution is set to **72**.



5. Select area to be scanned by dragging the cursor across the preview image.
6. Press Scan
7. Close scanning window (this will take a moment)
8. Move on to Resizing images

Resizing images

9. If needed, open the image, File → Open ... (find the image you want to resize)
10. The scanned image is now opened in Photoshop Elements
11. File → Save for web
12. Verify that the image size is less than **100K**. If not,
 - a. Change settings to "**JPEG Medium**"
 - b. Adjust the new size (less than 400px width)
 - c. Press APPLY
13. Press Save

** Image Resizing software (Freeware for download):

FastStone Photo Resizer (<http://www.faststone.org/download.htm>)

FastStone Photo Resizer is an image browser, viewer, converter and editor that supports all major graphic formats. Other features include a batch image converter/resizer.

1. Locate folder with your images
2. Add each image that requires resizing
3. Set options (there are a lot, but here are some pointers):
 - a. Set Output folder to *same* folder in step #1
 - b. Set Rename to the asterisk (*)
 - c. Under Advanced Options:
 - i. Select "Use Resize"
 - ii. Set width to "400x300"
 - iii. Select "Do no resize when original size is less than new one"
 - d. Change other advanced options as needed
 - e. Click Start.