



Module 9



Portfolio Template

This activity will be accomplished in class.



WPPLastname

1. Copy the “**Portfolio Template**” folder found on the Class Assignment to your desktop.



2. Change the name of the folder to **WPP** plus your **Last name**.

Acrobat PDF Writer



3. Use the Chooser to establish the Adobe .PDF Writer as the current printer.

◊ Select the Chooser from the Apple menu.

◊ Select the Acrobat PDF writer as you “printer.

◊ Close the Chooser.

4. Convert the following files:

◊ Draw/Paint. (**NOTE:** File may have to be changed to a paint document to hold color or eliminate white blocks around graphics BEFORE conversion to .PDF takes place

◊ Spreadsheet. (**NOTE:** Rearrange the chosen spreadsheet or set page breaks to have the .pdf converted file look professional.)

◊ Database report.

◊ Newsletter, Brochure, or Presentation. (**NOTE:** Set margins on presentation to **Custom - 0** for a proper look)

3. To accomplish the conversion, open **each** file in AppleWorks, check File-Page Setup to assure that the Scale is set to 100%, and “Print” the file.



◊ When the dialog box appears to save the converted file, be sure that the filename is no longer than **8 character plus the .pdf** extension assigned to the file (**No Spaces**) and the **WPPLastname** folder is the destination.

◊ Thoroughly check the newly converted file. Be sure that you are satisfied with the file. If not, discard this file, return to the AppleWorks file and make any necessary adjustments. “Reprint” the file using the Acrobat PDF Writer.

◊ All **.pdf** files must be in the **WPPLastname** folder on the same level (**No SubFolders**).

4. Make sure your HyperStudio file is named “ME.STK”. The HyperStudio file is should **NOT** be converted to a PDF format. Move your HyperStudio stack and any associated files such as movies and sounds to the **WPPLastname** folder (**No SubFolders**).

5. Open your choice of **Web page**.

IMPORTANT: Check the Web page filename and change it to **NEW.HTML** (**NEW1.HTML**) if it was **INDEX.HTML**. Correct the filename “internally” on each page if needed.

Move the entire contents of the chosen folder into the **WPPLastname** folder.

6. Move your digitized photograph (saved as a **.GIF** or **.JPG** file) to the **WPPLastname** folder (**No Sub-folders**).

7. Launch Netscape Composer. Use File-Open-Page in Composer to open the file named, **INDEX.HTML** from the **WPPLastname** folder. **UT colors** have been



ME.STK



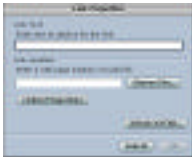
used in the design of this page and remaining pages. You may change the background colors, text colors, etc. at a later time if you wish but **NOT** for this project.

8. Eliminate (select and delete) the placeholder for your picture. Insert your digitized picture with the Insert Image button on the Button Bar. (Click the Choose Files button to show the Open file dialog box to choose your digitized picture found in the **WPPLastname** folder on your zip disk.) Save the file this first time by using File-Save As in the **WPPLastname** folder.



Next, check its appearance by previewing in the browser using the button on the Button Bar. This will also save the page, **INDEX.HTML** with the “**pointer**” to your picture.

9. Changing the name and e-mail address on the first page of the template (**INDEX.HTML**)
 - ◇ Select the text for your name. Replace it with your first and last name.
 - ◇ Select the “name” on the email address and change it to **your** Firstname_Lastname retaining the @teachnet.edb.utexas.edu.
 - ◇ Use Edit-Copy to place the entire email address on the clipboard. Click the Link Editor icon on the button Bar. When the dialog button opens type “**mailto:**” in the “**URL (PAGE LOCATION) OR FILE**” box.
 - ◇ Use Edit-Paste to place your email address in this same location (**No Spaces**).
When you check this link, it should launch a “new mail message” in Netscape with your address in the TO: location.



These are the only three changes that need to be made to personalize this page for you.

NOTE: This folder contains a folder of email animated .GIFs which you may wish to use to change the email animated .GIF on this page. Drag the one you wish to use from the folder into the WPP+lastname folder. Eliminate the existing email animated .GIF to eliminate confusion. Use the Insert Image button on the Button Bar to insert your choice. When you have completed the exchange, eliminate the folder of email animated .GIFs to keep the **WPP+Lastname** folder as small as possible.



10. When the Web page, **INDEX.HTML**, is completed, again check its appearance by previewing in the browser using the button on the Button Bar.
11. On **INDEX3.HTML**, Computer Tools for Educators page, select the “List and Link” statement associate with Word Processing and replace it with the name of your document (NOT the filename).



12. Select the name you have just given the file and choose the Link Editor button on the Button Bar. The URL dialog box opens and the name will appear in the “Linked Text” location at the top of the dialog box (grayed-out) . Place your cursor in the “**URL (PAGE LOCATION) OR FILE**” box and type in the exact .pdf filename. It is critical that this filename is exact.



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NOTE: You may wish to “Hide” Composer on the Application Menu, select the correct .pdf filename in the **WPP+lastname** folder, copy it, return to composer and paste it in the “**URL (PAGE LOCATION) OR FILE**” box. It is critical that this filename is exact.

13. Repeat step 10 & 11 until all the .pdf files have been listed and linked. Each time you set up a new .pdf file use the Navigator button to view it in the browser. This will also save the file.
14. Link your HyperStudio stack (**ME.STK**). **DO NOT** convert the file to .pdf.
15. Link your Web page perhaps (**NEWFILE.HTML**).
16. Check all the pages in your **WPP+Lastname** folder by using the browser . Check the size of the **WPP+Lastname** folder with **File Get Info** and make sure that it does not exceed **3MB** before you place it in your TeachNet account.
17. Log-on to your TeachNet account. Open the folder. Return to the Finder by clicking on the desktop. Make sure the Home Page folder is visible even though it may be grayed-out. Open the **WPP+Lastname** folder. Select **ALL** the files in the **WPP+Lastname** folder (click on the first filename then hold the Shift key down and click on the last filename). Position your cursor on one file and drag **ALL** files to the “empty” Home Page folder.
18. When all files have been Uploaded to your TeachNet account, log-off TeachNet. Choose the Application Menu. The only programs on the list should be Netscape Communicator. Activate Netscape Communicator. Select the “Location” address and replace it with “teachnet.edb.utexas.edu/~yourfirstname_yourlastname”. This will bring the index page of your Web pages into the browser. Your pages are now on the Web for anyone **to whom you give this address** to view.
19. These Web pages will remain in your TeachNet account as long as your account remains active. You are responsible for your TeachNet account. To keep your TeachNet active you must use it at least once every three months. If **YOU** allow your account to expire through inactivity all this work will be lost. However, you will still have a copy on your zip disk.
20. **DO NOT** destroy your original **WPP+Lastname** folder for any reason. This will be the most convenient method of changing the files in your TeachNet account. Make any changes you wish in the WPP+lastname folder on your disk. Open your TeachNet account and your Home Page folder. Select all the files in your Home Page folder and delete them and replace them with the originals from your zip disk that you have changed or corrected.