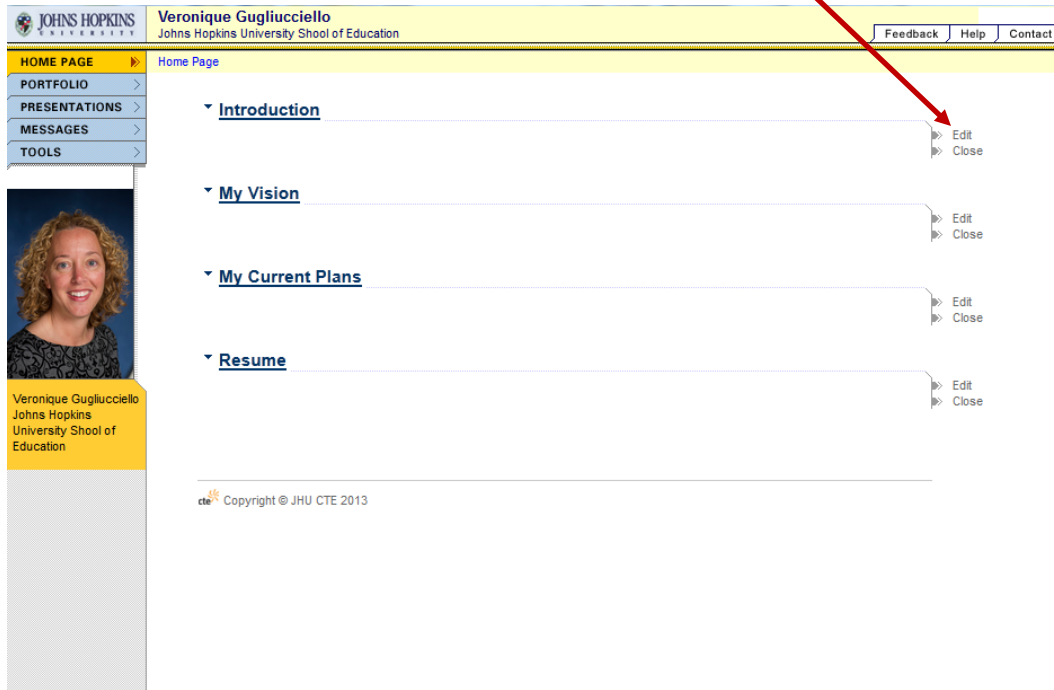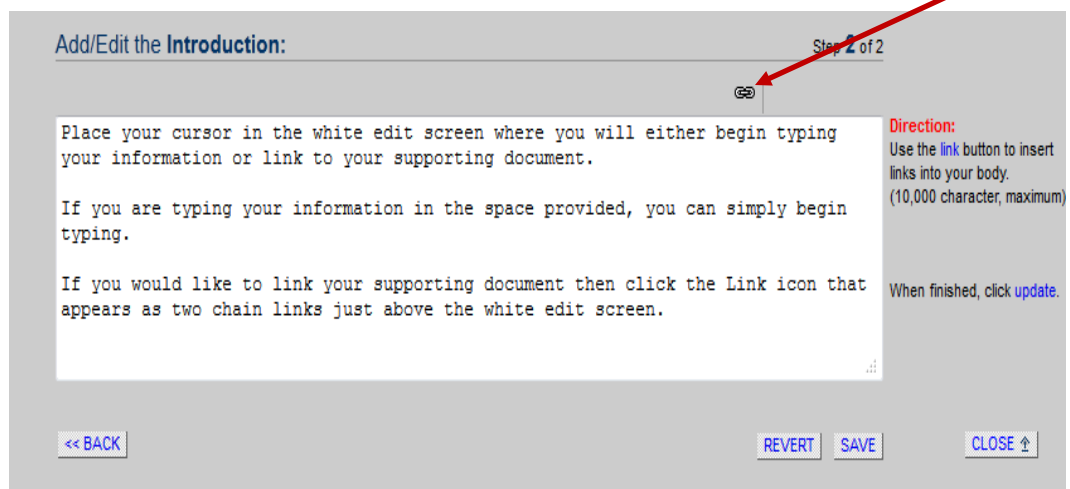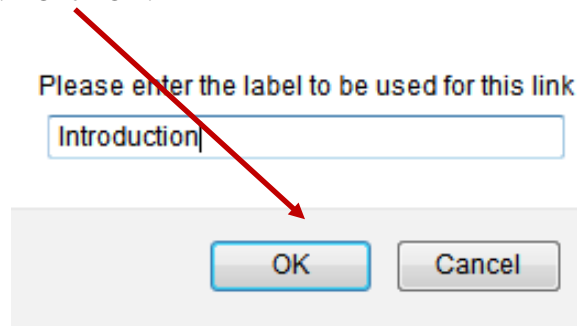# Digital Portfolio Technical Aspects – Home Page

1. Upon logging into your portfolio you will arrive at the Home Page. The Home Page is the framework section.

2. To begin completing the Framework section, click on the Edit button to the right of the section you are completing.
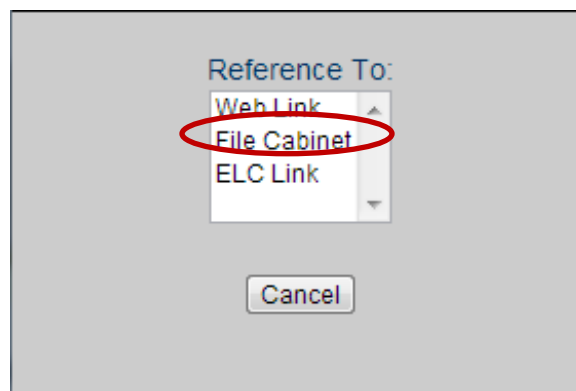


3. Place your cursor in the white edit screen where you will either begin typing your information or link to your supporting document. If you are typing your information in the space provided, you can simply begin typing. If you would like to link your supporting document then click the Link icon that appears as two chain links just above the white edit screen.

4. A small window will appear on the screen. Enter the name of the Framework section, which is referred to as the "label." Click OK.
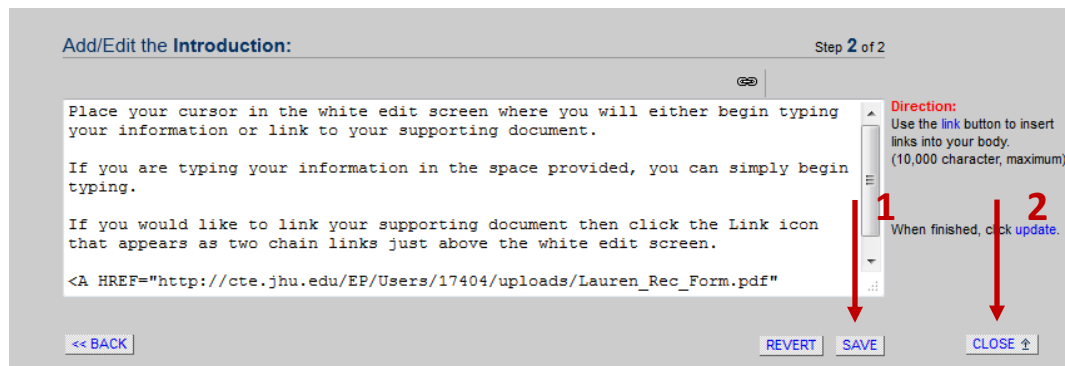


5. Select File Cabinet.



6. Your file cabinet will appear. Navigate to the file and select it.



7. An html code will appear in the window. You do not need to do anything to this code. For either option, typing or linking, when you are all finished click the Save button then click Close.

8. You will now be returned to the Home Page and either the text you entered or a hyperlink to your file should appear under the Framework part.



You will complete this process for each of the parts of the Framework section.