

Tools For Data: Dataweb

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Updating Your Portfolio Index Page

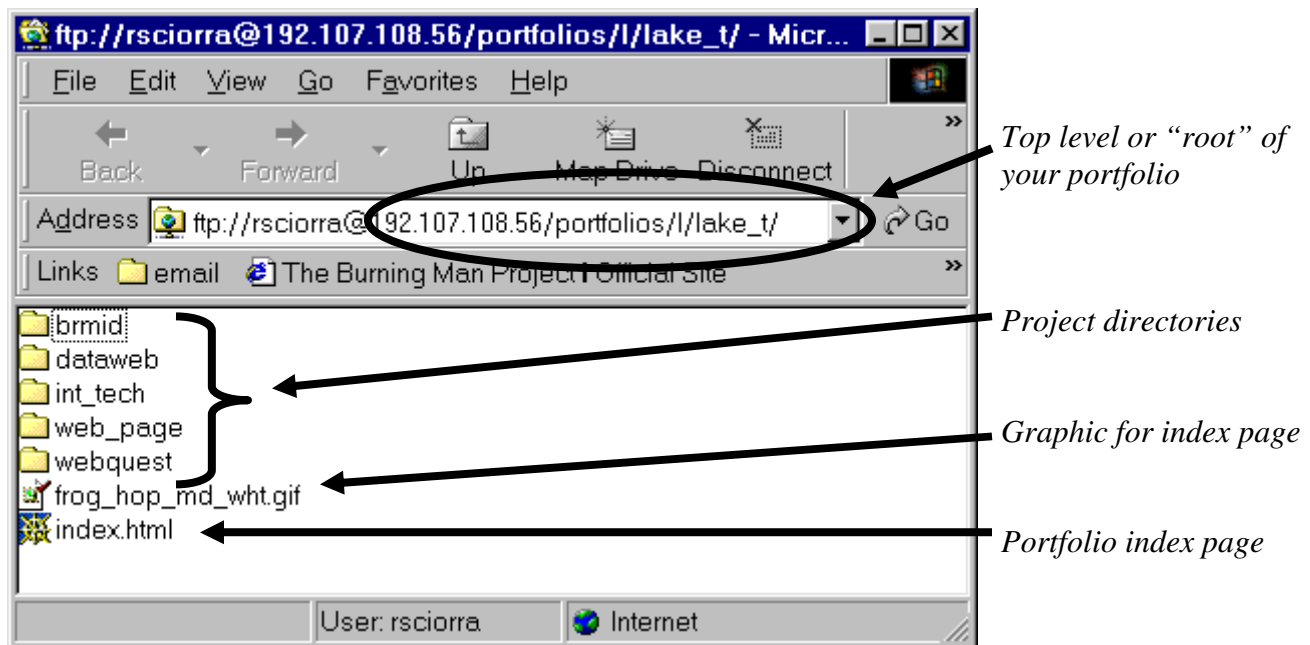
Careful organization of file structure and a systematic approach to posting and updating projects in your portfolio are needed to maintain a good portfolio. Establishing good, consistent practices will aid in your understanding of the process and make managing your site much easier.

Portfolio Structure

The structure of your portfolio should be as follows:

- ❖ Top Level (Example: http://192.107.108.56/portfolios/e/exampleuser_a)
 1. Portfolio page which has been renamed to “index.htm”
 2. Any graphics (pictures, backgrounds, clipart) that appear on your portfolio page
 3. One directory (folder) for each of your projects

- ❖ Each Project Directory (folder containing one project)
 1. The home page of your project - always named “index.htm”
 2. All other files and directories (folders) associated with that project



In Order to post a new project and update your portfolio, you will need to accomplish a series of tasks using 3 applications. **This process DOES NOT APPLY to posting sites using special FrontPage features (i.e. -working with databases.)** To learn more about publishing FrontPage webs, download “publishing_frontpage_webs.doc” from http://192.107.108.56/portfolios/s/sciorra_r/help/Frontpage/

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Required Applications:

1. FrontPage
2. Internet Explorer
3. Either wsftp or Windows Explorer

Process of Posting New Projects and Updating Your Portfolio Index Page

1. FTP Your New Site to the Server Using Either:

- a. WSFTP - *For instructions*
 - i. Go to: http://192.107.108.56/portfolios/s/sciorra_r/help/ftp/
 - ii. Download "01_FTP_download_and_Install.doc"
 - iii. Download "02_FTP_using_at_home.doc"
- b. Internet Explorer & Windows Explorer - *For instructions*
 - i. Go to: http://192.107.108.56/portfolios/s/sciorra_r/help/ftp/
 - ii. Download "03_Using_Internet_Explorer_to_FTP.doc"

2. Test that Your Site is Functioning Properly

- a. Using Internet explorer, navigate to the root level of your site
(Example: http://192.107.108.56/portfolios/e/exampleuser_a)
- b. Append the name of the directory which contains your new project
(Example: http://192.107.108.56/portfolios/e/exampleuser_a/newweb)
- c. Strike the enter Key. If your site loads correctly, your test is a success! You will need to copy this address from the memory bar at a later stage in the process.

3. Update Your Portfolio Page

- a. Open windows explorer. " for more information on using windows explorer,
 - i. Go to http://192.107.108.56/portfolios/s/sciorra_r/help/winexpl/
 - ii. Download "01_Intro to Win Expl.doc"
 - iii. Download "02_Using Windows Explorer.doc"
- b. Decide where on your local machine you would like to store a copy of your portfolio index and navigate to that location. Examples: zip (d:\) hard drive (C:\temp)
- c. Create a folder named "portfolio index" in not already there
- d. Download a Current Copy of Your Portfolio Index to Your portfolio index folder using your chosen method of FTP (See #1 for obtaining instructions for using FTP)
- e. Open this local copy of portfolio index (index.htm) in front page
 - i. File | open
 - ii. Navigate to the file using the dropdown menu next to the "lookin window"
 - iii. Open
- f. Add or modify text that will serve as the link to your new project
- g. Flip back to Internet Explorer and copy (select the text | Ctrl + C) the total address of your new project
- h. Flip back to FrontPage and create the new link
 - i. Select (highlight) the text that will serve as you link
 - ii. Click the hyperlink button]
 - iii. Paste (ctrl + V) the address you previously copied into the URL box
- i. Save the page in FrontPage

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4. FTP Your Updated Page Back to the Server and Check Your Work

- a. FTP the Saved Page back to the Server at the appropriate level. Remember, there are many pages named index.htm in your overall site so you must copy this version back to **root of your site** (http://192.107.108.56/portfolios/e/exampleuser_a)
- b. Check the new link
 - i. Flip back to your browser (internet explorer or netscape navigator)
 - ii. Navigate back to the root level of your portfolio (See 4a above)
 - iii. Hit the refresh or reload button in the browser
 - iv. Click your new link and verify that it works correctly