

## FOUR STEPS TO ADD PAPERS TO YOUR PORTFOLIO

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**STEP 1: Make sure you can access the F drive.**

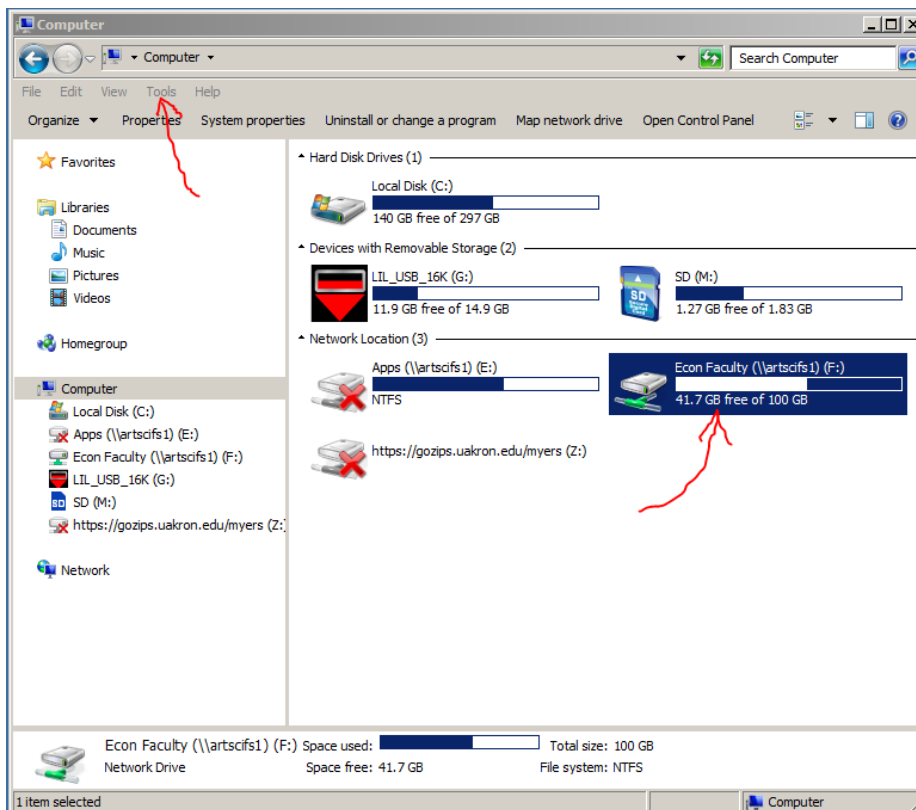
**STEP 2: Move your papers and reflections into your portfolio space**

**STEP 3: Open the proficiency.html page in Kompozer (or any web editor) and add the item and a link to the papers and reflections you added in step 2.**

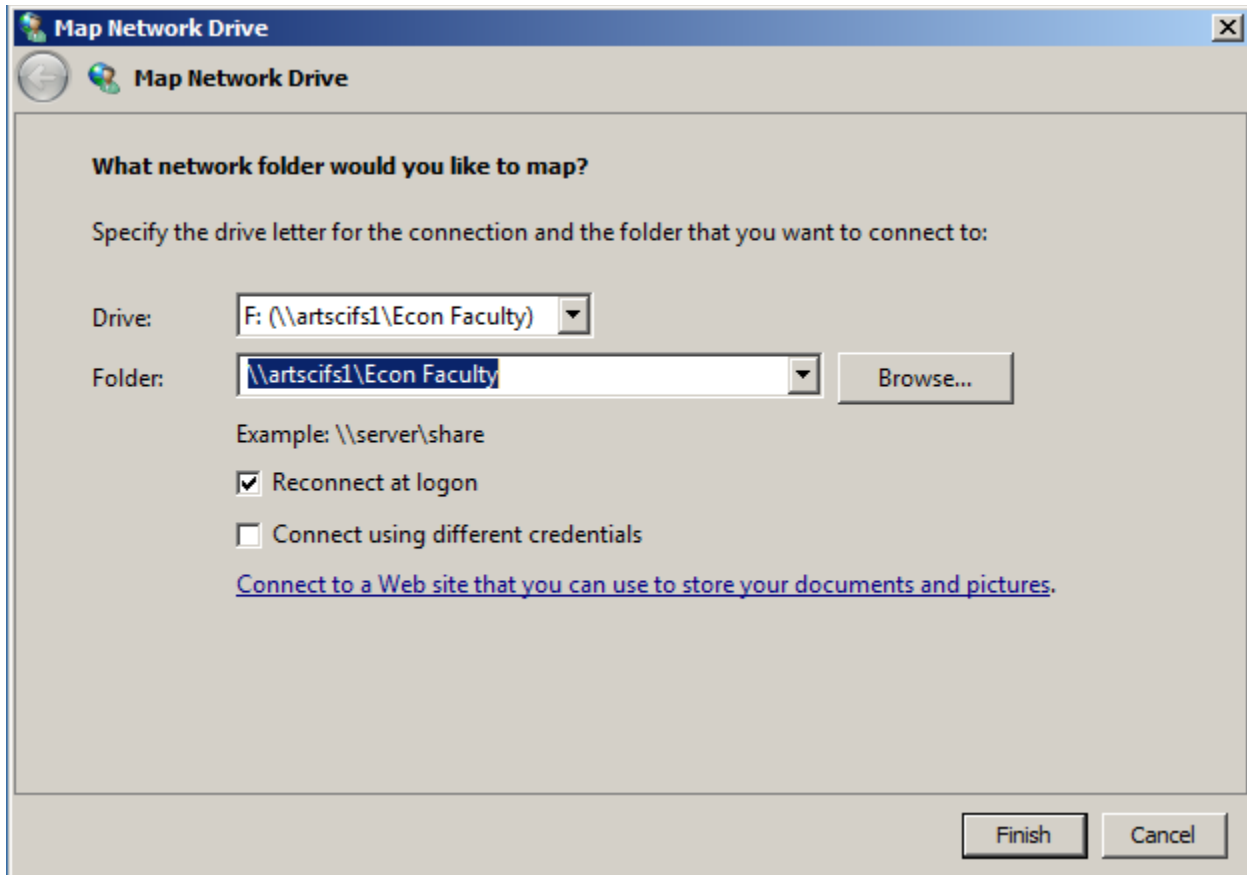
**STEP 4: Check your portfolio at economics.uakron.edu to see that your changes have been made.**

### STEP 1

1. You should be able to do this from any computer on campus or at home. Do note that some computers (like in the dorms) are blocked from mapping network drives) Also, some internet providers do not allow you to VPN (Virtual Private Networking) on their system. If you do this from off campus, you will have to first set up a VPN connection.
2. Make sure you can link the F drive
  - a. Open windows explorer (not internet explorer). You can do this by choosing COMPUTER on the start menu or by choosing Windows Explorer on the start menu.
  - b. If the F drive linked already? See Next Figure.



- c. If the F drive is not mapped in this window, then press "Tools" and/or choose "Map Network Drive"
- d. In the Window that appears make sure to choose F: in the Drive window and then type [\\artscifs1\Econ Faculty](#) in the Folder drop down box. (there is a space between Econ and Faculty)

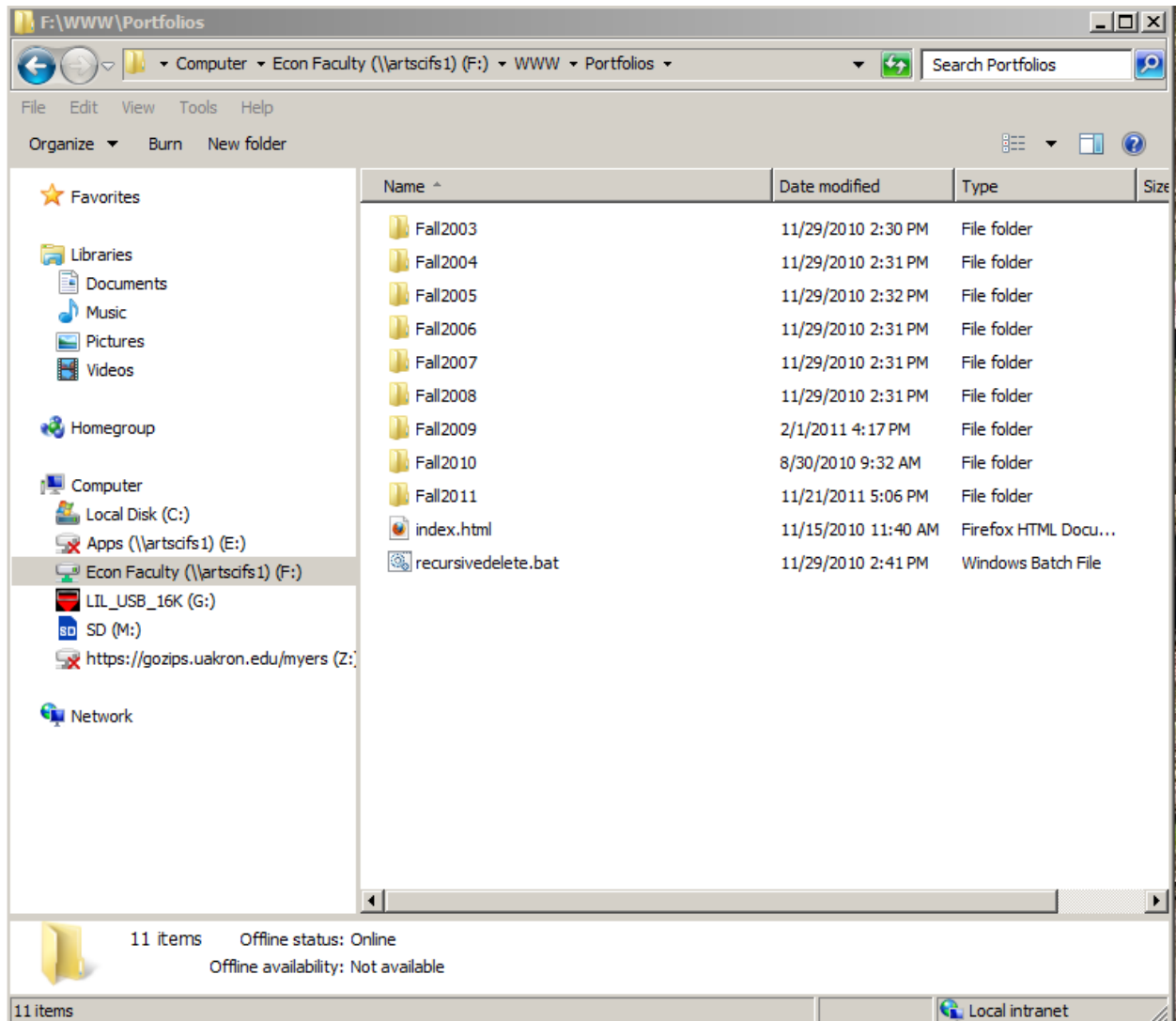


3. After you do this the F drive should show up in the computer screen and you are ready to access your portfolio.

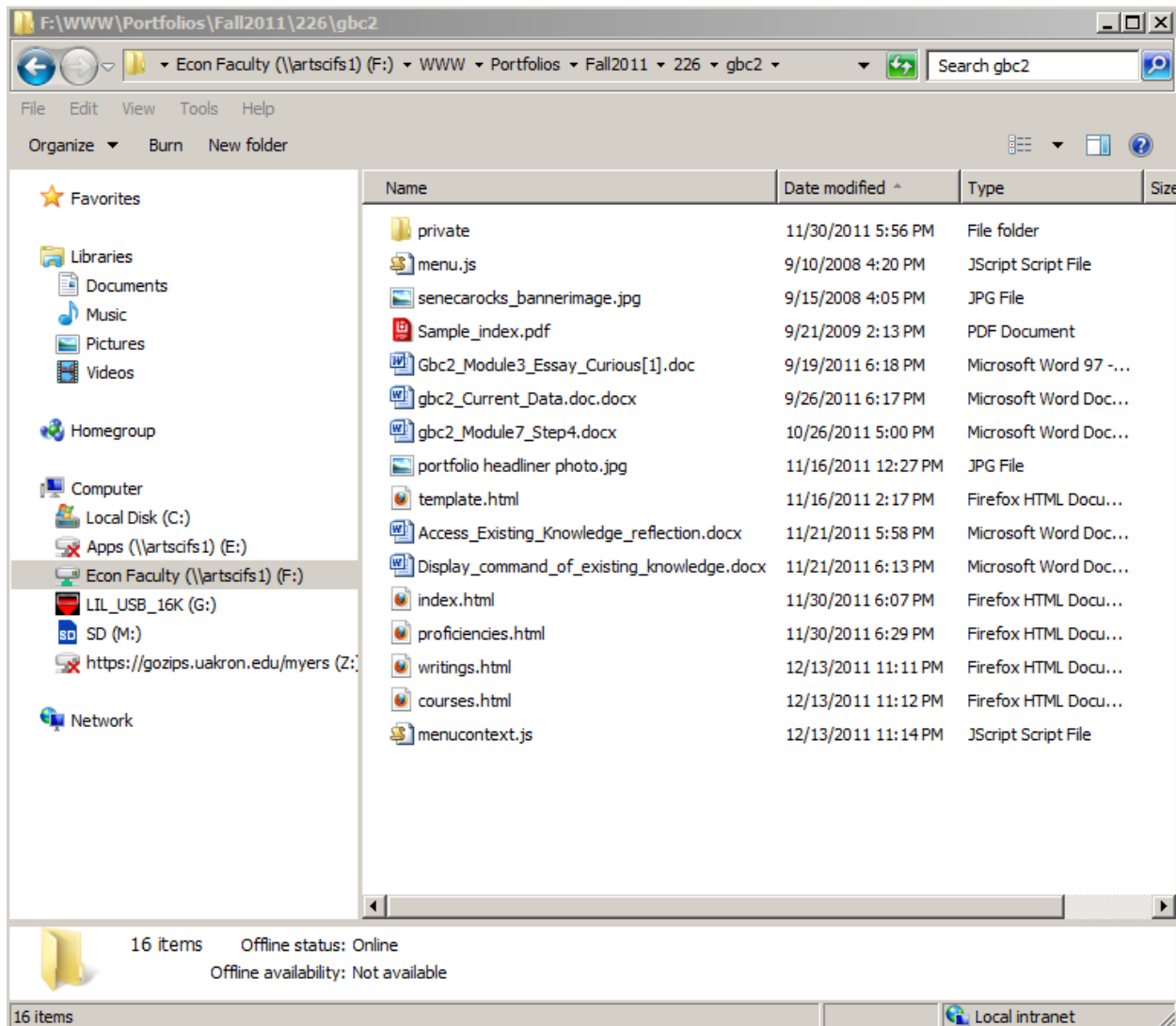
## STEP 2

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1. Navigate to your portfolio space.
  - a. Open windows explorer (see the first figure then click on F then on WWW then on Portfolios. That is the same as entering F:\WWW\Portfolios in the bar at the top. You should see something that looks like the next window.



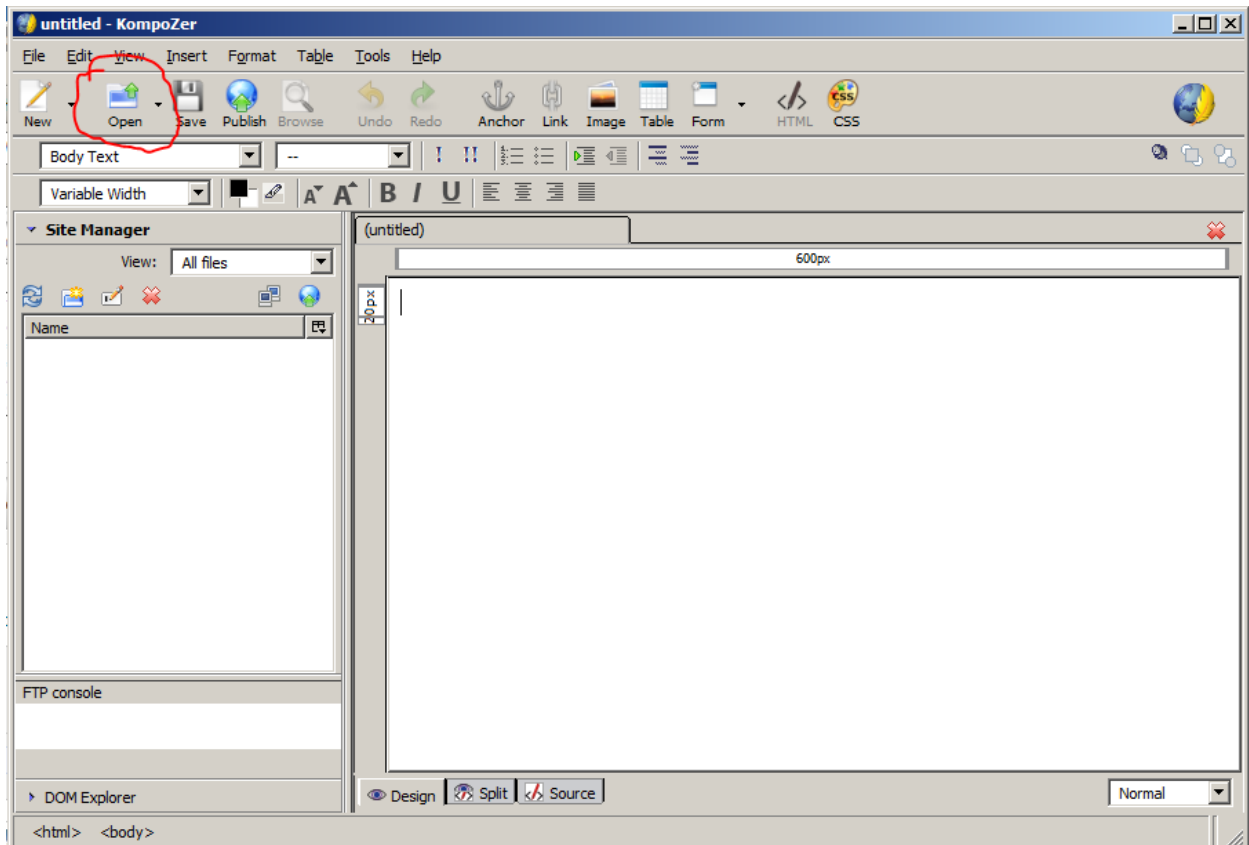
- b. Click on your class year (that you took E226 Computer Skills for Economic Analysis)
- c. Then click on 226
- d. Then click on your UAnetID
- e. All of the files for your portfolio should now be visible (as in the example in the next window).



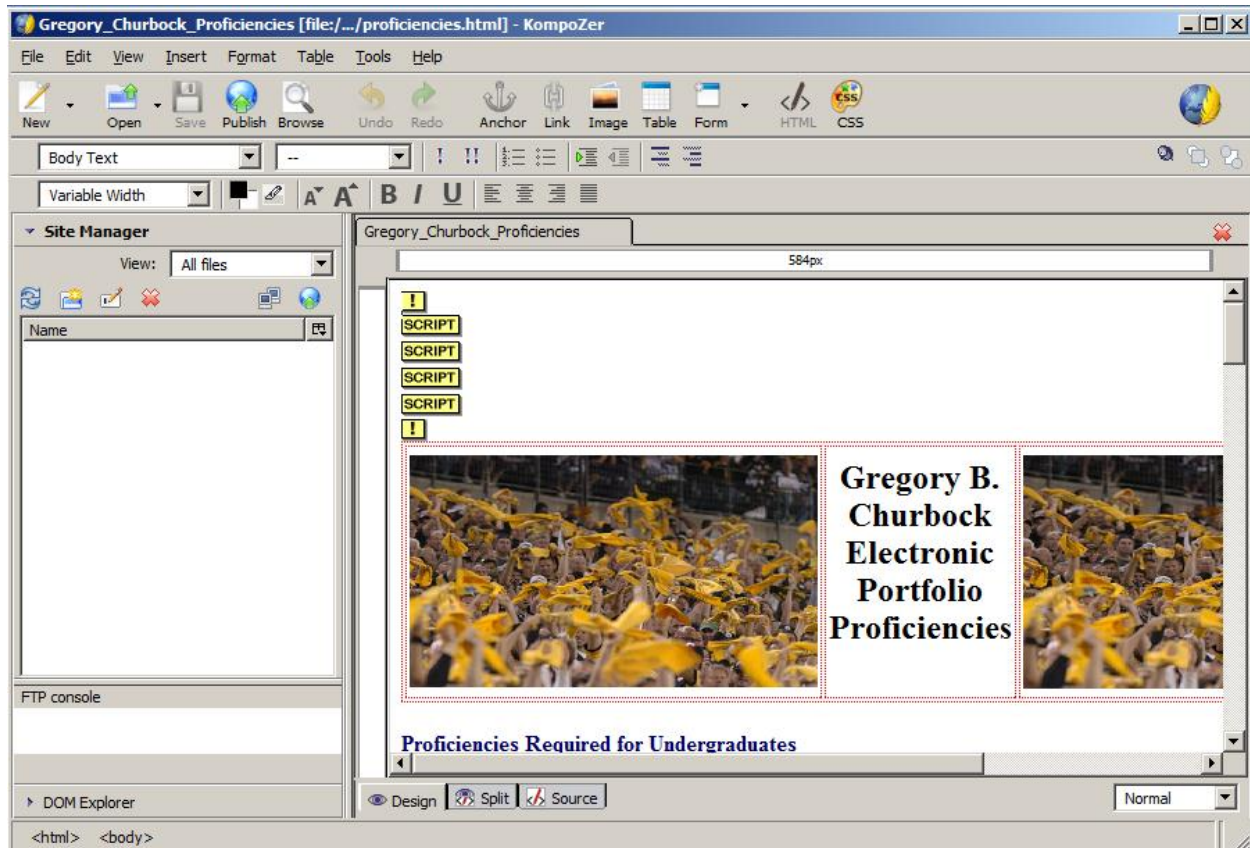
2. Move all the papers and reflections that you want to add to your portfolio into this director. The directory in the example is `F:\WWW\Portfolios\Fall2011\226\gbc2` but you would use your own UAnetID at the end to see your.

### STEP 3

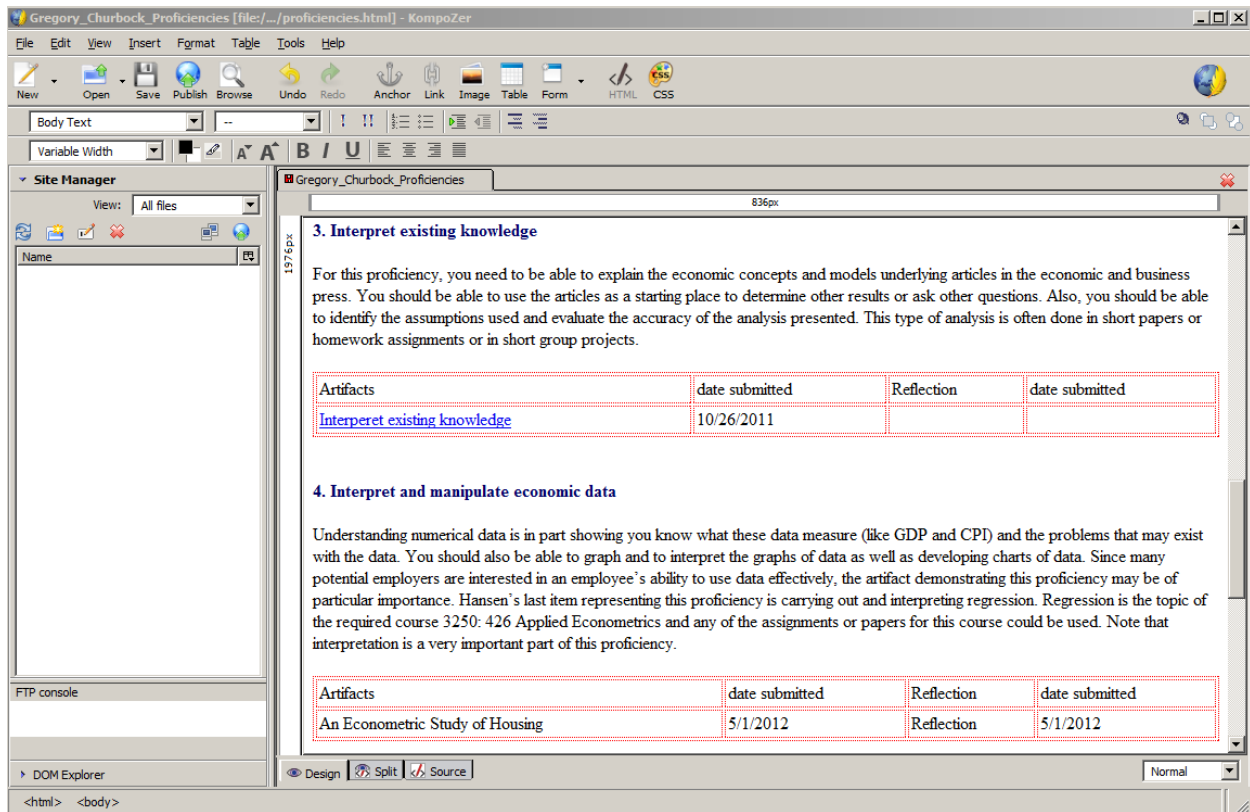
1. Find Kompozer in your start menu and start it.
  - a. If you do not have Kompozer, any text based html editor will do, or you can download Kompozer (free) at <http://sourceforge.net/projects/kompozer/>
  - b. If you do have Kompozer it will look like the next figure when opened.



2. Press Open and choose `F:\WWW\Portfolios\Fall2011\226\UAnetID\proficiencies.html` by either typing that in or clicking (drilling down the menu structure until you get to `F:\WWW\Portfolios\Fall2011\226\gbc2`. (if you are not gbc2 use your UAnetID)
3. When you open your proficiency file it should look something like this



4. Scroll down to where you want to add a paper and reflection. In the next figure we want to add a file to the 4<sup>th</sup> proficiency.
  - a. We will type the title of the paper in the box labeled artifacts, add today's date, and type the word reflection in the reflection box and also add today's date.
  - b. You can see those changes made in the next figure and you want to press the save button to update the page.
  - c. There are no links yet. We will discuss that in point 5



5. To provide a link to the actual paper
  - a. Highlight the words *An Econometric Study of Housing*
  - b. Press on the link icon on the tool bar
  - c. A window opens to select the file. **YOU MUST CHANGE THE SELECTION FROM HTML FILES TO ALL FILES ON THE BOTTOM OF THAT SELECTION WINDOW.**
  - d. Drill or click down to the actual paper and select it.
  - e. When the link properties box returns press ok.
6. To provide a link to the reflection
  - a. Highlight the word *reflection* that you typed in earlier.
  - b. Press the link icon on the tool bar.
  - c. A window opens to select the file. **YOU MUST CHANGE THE SELECTION FROM HTML FILES TO ALL FILES ON THE BOTTOM OF THAT SELECTION WINDOW.**
  - d. Drill or click down to the actual paper and select it.
  - e. When the link properties box returns press ok.
7. Add more papers and reflections as you need.
8. Make sure you save the page.

## Step 4

1. Go to <http://economics.uakron.edu> and drill to your portfolio to make sure your changes are mad and visible to anyone that sees your portfolio.
2. That's it!