

UA Technology in Motion E-Portfolio Tips

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INTRODUCTION

- 1) The Technology in Motion Program (www.inservice.ua.edu/tim)
- 2) Workshop Web Sites (www.bama.ua.edu/~rmayben/tim)

SETTING UP YOUR SITE

- 1) Use UA VPN when off campus: <http://helpdesk.ua.edu/internet/vpn.html>
- 2) You must create a folder called public_html. There must be an html file named index in the folder.
- 3) Use <ftp://bama.ua.edu> to upload files. Go to file > log in as > use Bama account info.
- 4) Save the files to a USB/Flash drive, and then drag & drop them into the public_html folder.
- 5) Your e-portfolio's address will be www.bama.ua.edu/~youraccountname.

SAVING YOUR PAGES

- 1) Do not use spaces or punctuation in file names.
- 2) Do not capitalize file names, and keep file names short. A good rule is 8 characters.
- 3) Make sure to save your files that will be going on your e-portfolio as web pages. Word Documents and PowerPoint files are annoying to download and view.
- 4) When you first save, go to File > Save As > At the bottom of the window, choose Save as Type: Web Page. Do not use the Save as Web Page option in the file menu.
- 5) If you use a PowerPoint presentation, also save it as a web page.

USE TABLES

- 1) Table width should be no more than 90%. (80% is better) Go to Table > Table Properties
- 2) You can use table borders or not. It is your choice. To edit borders, click in the table, go to Format > Borders and Shading.

DESIGN TIPS

- 1) Use the same font throughout your e-portfolio & Make sure your font is a readable color.
- 2) Make sure your background isn't too busy.
- 3) Heathersanimations.com has good animated clipart.
- 4) Not all clipart should be animated. Too busy!
- 5) Use appropriate clipart and not just something random.
- 6) Guidelines for Good Web Design:
www.netsquirrel.com/powerpoint/powerpoint/guidelines_for_good_web_design.swf
- 7) Sample E-Portfolio: www.bama.ua.edu/~rmayben/tim/eportsample
Zipped E-Portfolio Files: www.bama.ua.edu/~rmayben/tim/eports.zip