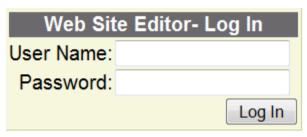
Personal Website Editor (PWE)

Location of the PWE:

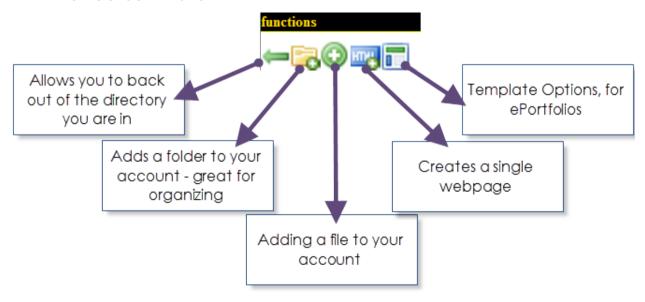
For Students: http://students.strose.edu
For Faculty: http://faculty.strose.edu



- Login with your St. Rose User Name and Password.
- When you first log in you will have to answer a few questions and agree to the terms/policy before your account can be set up.



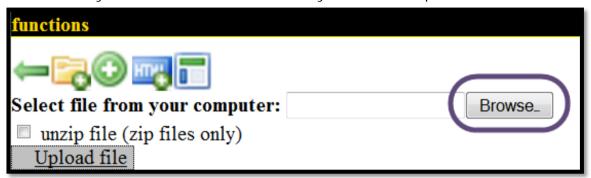
The Toolbar in the PWE:



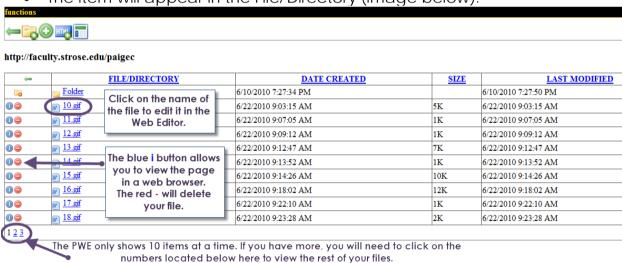
• Simply click on the menu item in the toolbar.

Adding a file:

- Click on ¹
- A browse menu will open up directly below the toolbar.
- Click on the Browse button and navigate to the area on your computer where you have the file saved that you want to upload.



- If it is a zip file you can choose the option to have the program unzip the item when it places it in your account.
- Next, choose Upload file.
- The item will appear in the File/Directory (image below).

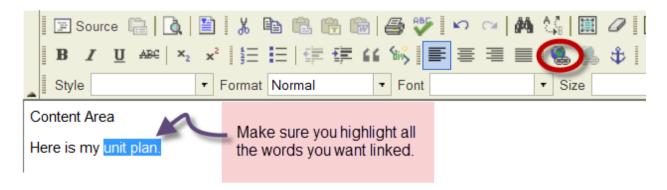


- If you would like to **View** the file live on the web, click on the in the first column. The next window that appears will launch the page in a web browser.
- The will delete the file.
- To Edit the page, click on the name of the file. This will launch the page within a web editor.

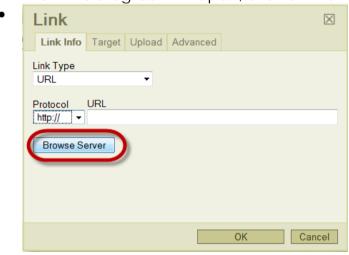
Linking to an Item or Website Address:

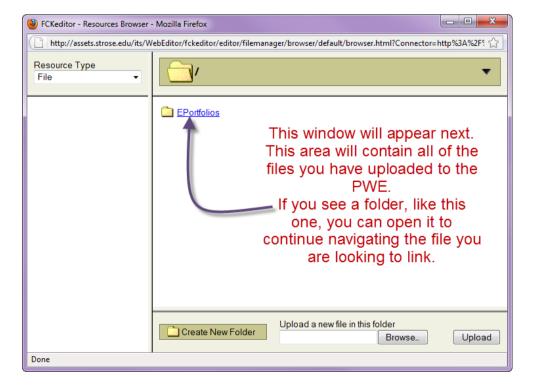
- After adding your items (previous steps), go to the page you would like to link your items on.
- Type "words," the name of the item you are linking to. Then highlight those words (this is where your viewer will click to open your item).

Next, click on the link tool
 in the toolbar,

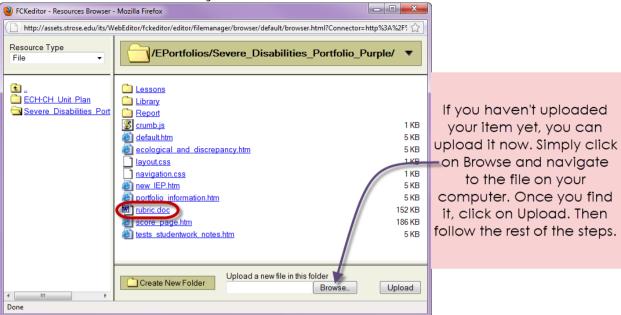


• The link dialog box will open, click on Browse Server.

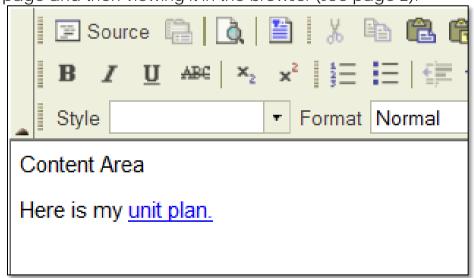




Click on the file that you want to link.



• Click OK. Your words will now be a hyperlink. You can test it by saving your page and then viewing it in the browser (see page 2):



Adding Folders/Directories:

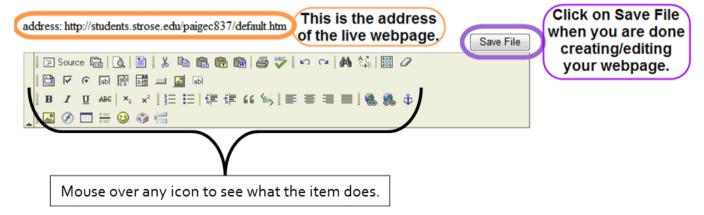
- If you have various projects, you will want to organize your files into folders.
- Choose the add folder button. Type in a name for the folder/directory and click the Create directory button.



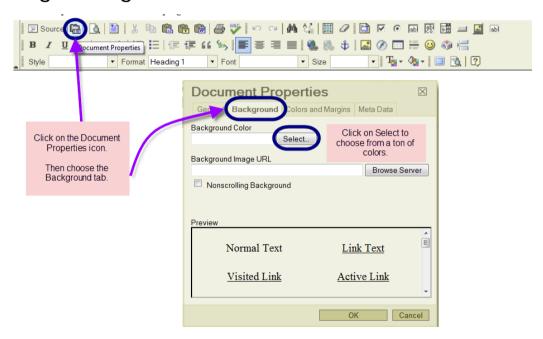
• You can now add files within this directory.

Creating a Web Page with the PWE:

- Click on the and type in the title of the webpage you would like to create and choose Create HTML File.
- Then click on the next to the webpage you just created in your File/Directory.
- You then will have access to the web editing menu.



Adding a Background:



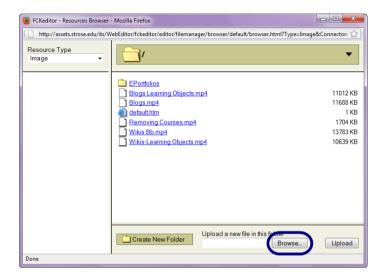
Adding an Image:

- Click on the Insert/Edit Image button.
- Click on Browse Server.

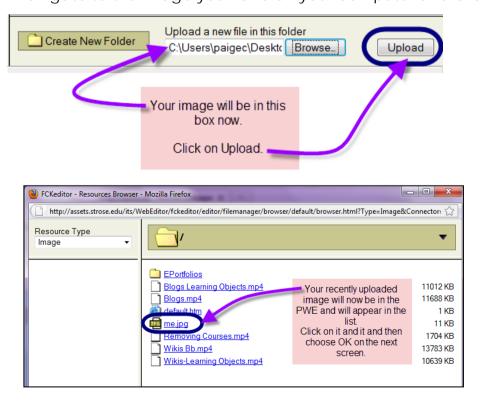




• On the next window click on Browse.

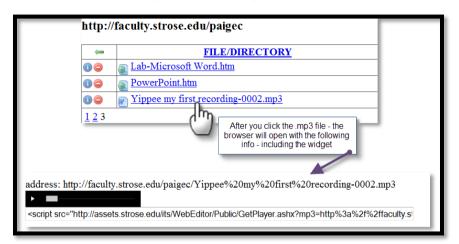


Navigate to the image you have on your computer and click on Open.



Adding an MP3 file (to convert to a player widget):

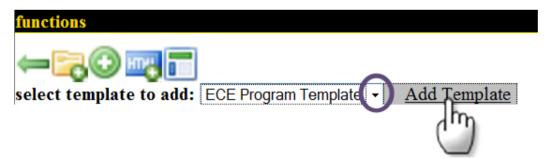
- Follow the previous directions for adding a file into your directory.
- When the item is in your directory, click on the file name.



- You will need to right-click in the bottom dialog box and choose select all from the menu that pops up. Once the code is highlighted, right-click again and choose copy from the menu that pops up.
- Paste the code into the program or website you need it for.

Adding Templates (ePortfolio):

- Click on the toolbar.
- Click on the dropdown menu and select the template for your program, then click Add Template.
- A new Folder will be created that will house all your ePortfolio files.
- The home page is called <u>default.htm</u>.



Make sure you Log Out when you are finished using the PWE.