

ePortfolio: Adding Content in Chalk & Wire

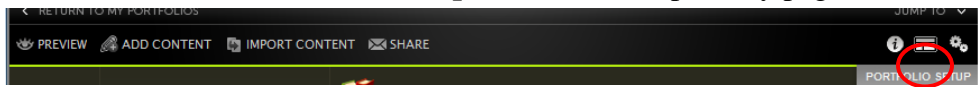
You can add text, images, audio and video to your portfolio using the Add Content button. You can also add links to documents that will open in Word, Excel, and Adobe Reader (PDFs).

*Note: Before completing the following steps, you should be in the edit mode of your ePortfolio. On the My Portfolios page, use the Actions drop down menu to the right of the name of the appropriate portfolio to select **Edit**.*

Changing the Theme

You can change the theme of your portfolio to match your personal style.

1. In edit mode, click the **Portfolio Setup** button at the top of any page.



2. Click the desired theme and click **Save**.

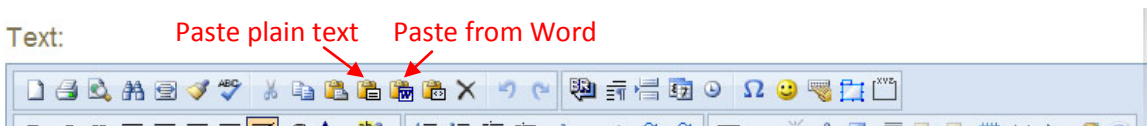
Adding Text

To add text directly to your ePortfolio page, complete the following steps.

1. Navigate to the correct page by using the navigation bar and links at the top of the page.
2. Click on the **Add Content** button at the top of the page.



3. Text can be added to a page by:
 - a. Typing directly into the text box. Use the text editor like a word processing program to change font, size, and color of text or add bulleted and numbered lists. *Note: Chalk & Wire will log you out after 15 minutes of inactivity. Typing in the text box is considered inactivity because there is no interaction with the server. Therefore copying and pasting text from Word is recommended.*
 - b. Pasting as plain text: Use the **Paste as Plain Text** button to insert copied text without previous formatting. This option removes color, emphasis, and varying fonts.
 - c. Pasting from Word: Use the **Paste from Word** button to paste text copied from Microsoft Word. This option will retain formatting used in Word.
 - i. If prompted, click **OK** to clean the code.



4. Click **Save** at the top of the page to add the content to your portfolio.

Adding Hyperlinks within Text

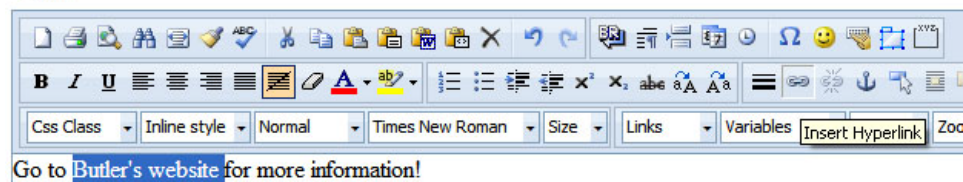
After text has been added in the text box, hyperlinks can be added for web sites or e-mail addresses.

External Sites

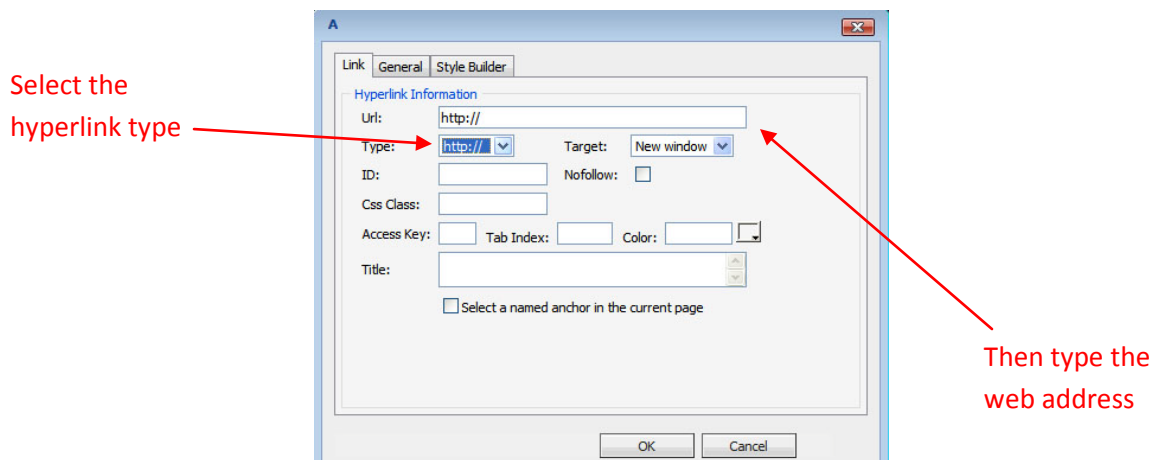
The steps below allow you to link your ePortfolio page to a page outside of your portfolio.

1. To add a hyperlink within the text, highlight the word or series of words you wish to link and click the **Insert Hyperlink** button.

Text:



2. In the Type dropdown menu, select **http://** to update the URL field.



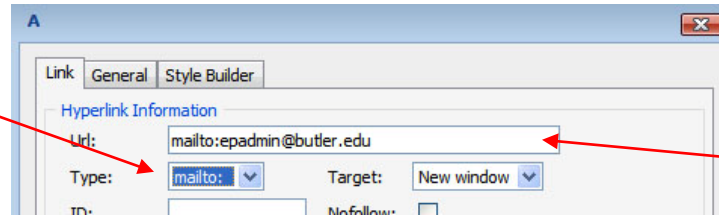
3. In the URL field, type the remainder of the external site (e.g. www.butler.edu).
4. Click **OK**.
5. Click **Save** to return to the edit view of your portfolio. Click the **link** to test the URL.

E-mail

E-mail links will open in Microsoft Outlook when clicked.

1. To add an e-mail link within the text, highlight the word or series of words you wish to link and click the **Insert Hyperlink** button (see step 1 above).
2. In the Type dropdown menu, select **mailto:** to update the URL field.
3. In the **URL** field, type the recipient's e-mail address (e.g. username@butler.edu).

Select the
hyperlink type



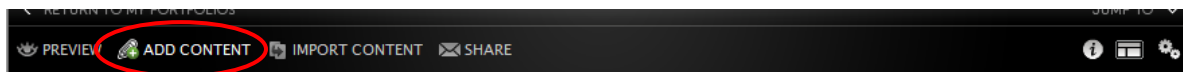
Then type the
e-mail address

4. Click **OK**.
5. Click **Save** to return to the edit view of your portfolio. Click the link to test the e-mail.

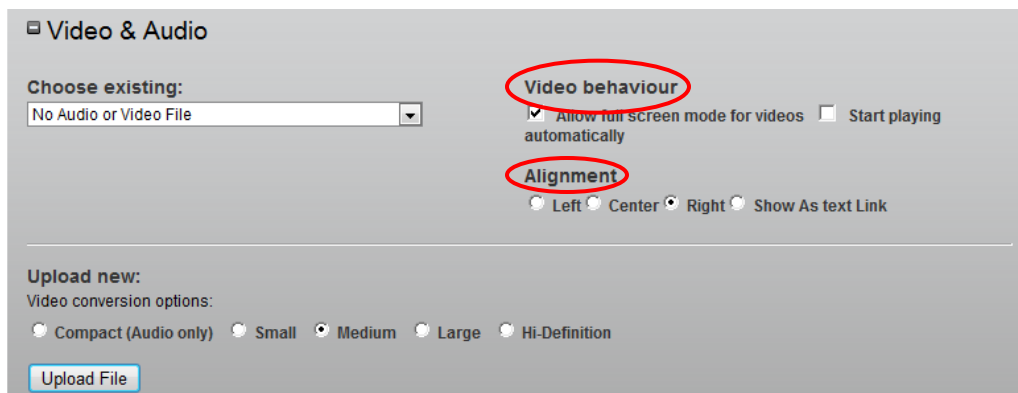
NOTE: Chalk & Wire automatically inserts a hyperlink if an e-mail address is typed out within the text.

Adding Video and Audio

1. Click on the **Add Content** button at the top of the page.



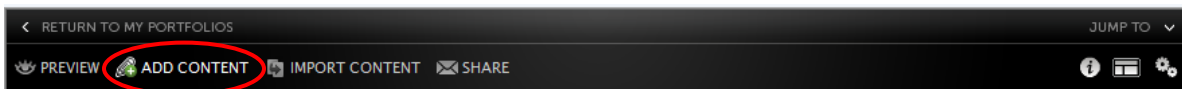
2. Click the plus (+) in front of the Video & Audio section of the Add Content page.
3. Select your preferred Video Behavior by selecting or deselecting the boxes.
4. Choose your preferred alignment. Showing the file as a text link will create a link on your page and open the file in a new browser. Otherwise the file will play directly in your portfolio.



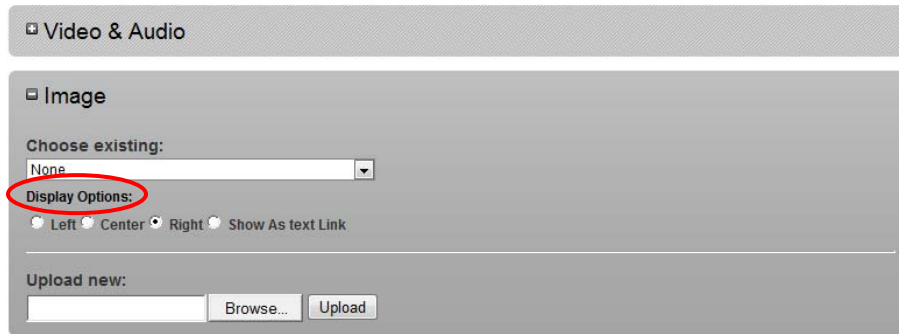
5. Set the conversion options and click the **Upload File** button.
6. Navigate to your file and click **Open** or **OK**.
7. Click **Save** to add the content to your portfolio.

Adding Images

1. Click on the **Add Content** link at the top of the page.



2. Click the plus (+) in front of the Image section of the Add Content page.
3. Choose your preferred Display Options.



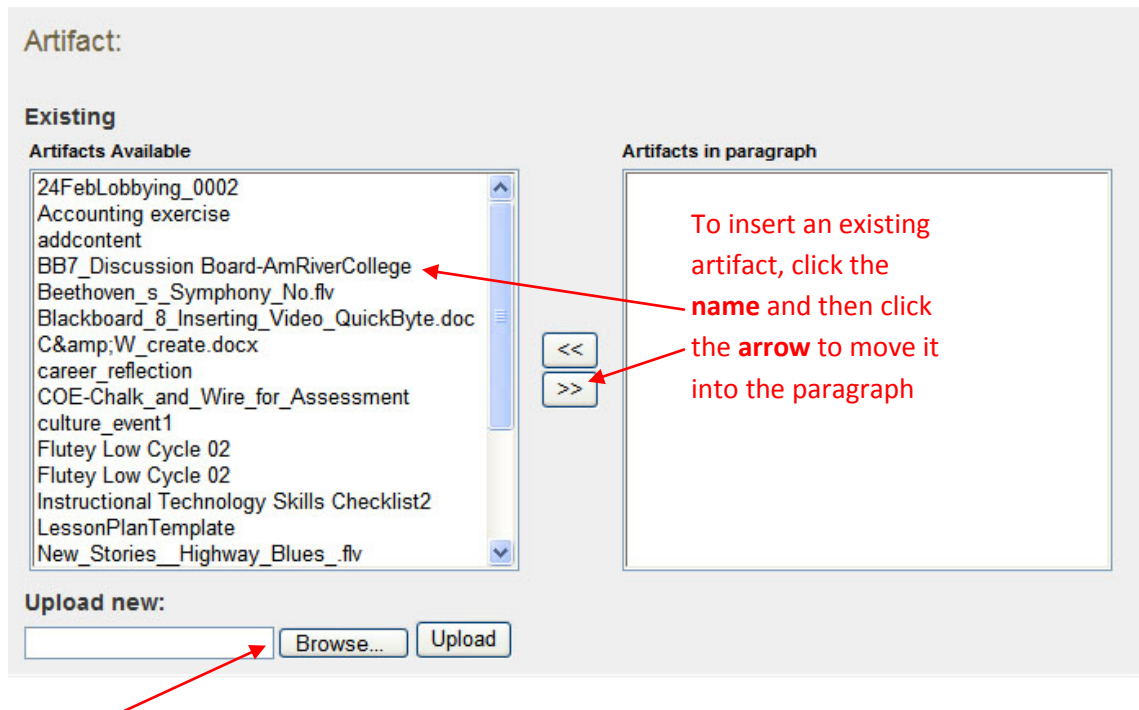
4. Click the **Browse** button and navigate to your file and click **Open** or **OK**.
5. Click the **Upload** button.
6. Click **Save** to add the content to your portfolio.

Adding Artifacts

Artifacts include any files that will not open in your portfolio, like Word and PDF documents. These documents can be added to your page as a link so that when the link is clicked, the document will open in the appropriate program.

Adding a Link to the Document File

1. Click on the **Add Content** link at the top of the page.
2. In the Artifact section, click **Browse** and navigate to your file and click **Open** or **OK**.



Click the browse button to upload a new artifact

3. Click **Upload** to add the file to your library.
4. Click **Save** to add the content to your portfolio.



Adding Links to a Page

You can add a link to another page within your portfolio using the Add Content button. You may want to do this if you are referring to your previous work.

Link to a Page within Your Portfolio

1. Click on the **Add Content** link at the top of the page.
2. Click the plus (+) in front of the Internal Links section.
3. Select the page from the dropdown menu to which you wish to link the current page.
4. Click **Save** to add the content to your portfolio.

Editing Existing Content

To make changes to existing content:

1. Navigate to the page of your portfolio that you wish to edit.
2. Click the **Edit** button above the content section.
3. You are now on the Edit Paragraph page. Change any content you wish.
4. Click **Save**.

More Information

For access to additional information, tutorials and workshops, please visit the Center for Academic Technology website, <http://www.butler.edu/it/cat>, contact any Center for Academic Technology staff member at training@butler.edu, or contact the Information Commons desk in Irwin Library at infocommons@butler.edu or 940-9235.

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