

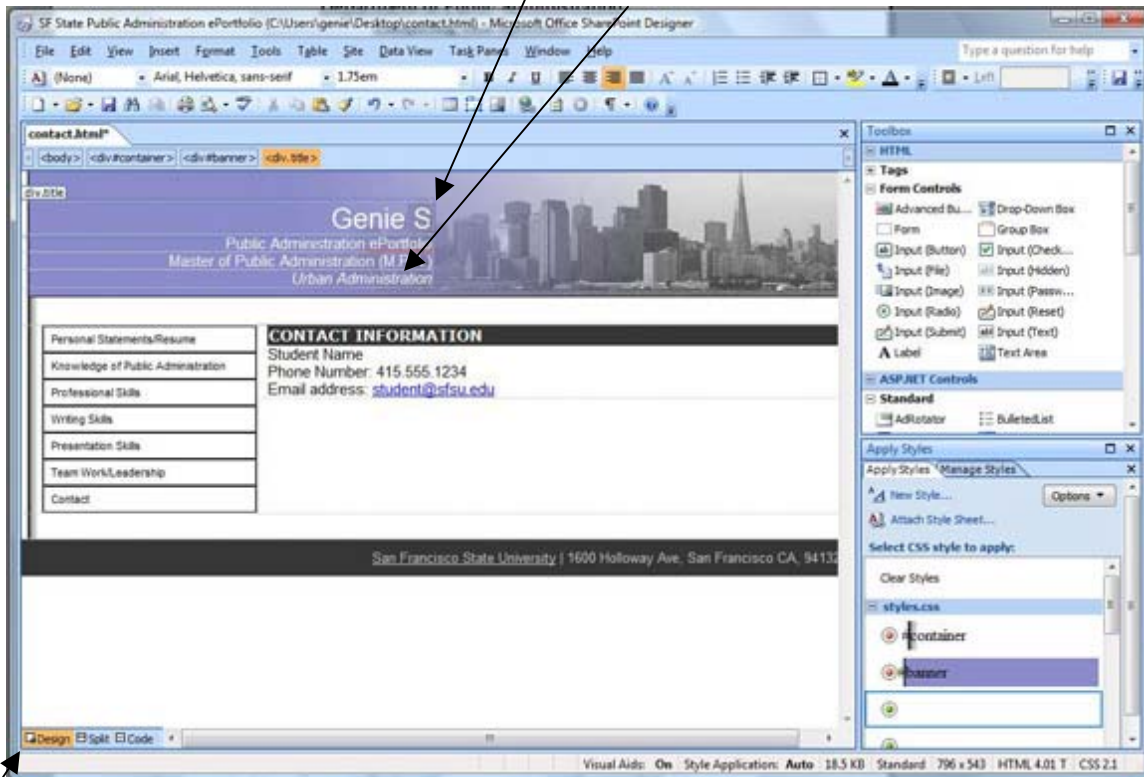
**Department of Public Administration**  
**Completing Your Eportfolio**  
**Step 4: Creating Your EPortfolio Files**

1. Go to <http://userwww.sfsu.edu/~gstowers/classes.html> to access the Department of Public Administration's eportfolio files. Click on the first link, to the [Public Administration e-portfolio template](#).
2. This will automatically download a zipped file called, eport\_pubadmin.zip.
3. Click once to open the eport\_pubadmin.zip file; once it is open, click to open the pub\_admin folder.
4. Move the entire contents of this folder to the Desktop of the computer you are using.
5. Open the software package Microsoft SharePoint Designer. This software operates a lot like a word processor, it is just not as flexible as a word processor. It also functions much like all other Microsoft software. Make sure the Design icon in the lower left hand corner is the one selected.
6. There are 7 .html files (these are the web files and they will show up as webbrowser files), a folder called "assets" and a folder called "images." Each file has the same heading—a place for your name and a place for the name of your elective emphasis. The .html files are:
  - contact
  - index
  - knowledge
  - presentation
  - professional
  - team
  - writing

Open the first of these files, the contact.html file, SharePoint Designer.

7. Treating SharePoint Designer just like a word processor, write over the text, "Your Name Here" with your own name. Write over the text "Elective Emphasis Here" with the name of your own elective emphasis.

Change this text, here and here



make sure that the Design icon is the one selected (of the 3 options here—Design, Split, Code)

8. Open each of the other .html files (7 in all) and do the same thing—changing the name to your own name and the elective emphasis to the name of your own elective emphasis.
9. Save each of these files to the Desktop of your computer, NOT to your flash drive.
10. Using WS-FTP, move each of these files to the public\_html folder of your email / web account.
11. Move the assets and images folders plus the assets and images files to the public\_html folder of your email / web account.
12. You will now be able to see these files on the World Wide Web with your name and elective emphasis intact.

If I were using my web address, the address of these files would be

File Name	Web address for the file
index	<a href="http://userwww.sfsu.edu/~gstowers">http://userwww.sfsu.edu/~gstowers</a> <a href="http://userwww.sfsu.edu/~yourownname">http://userwww.sfsu.edu/~yourownname</a>

	the index file is the default name for the home page so you do not have to write it
knowledge	<a href="http://userwww.sfsu.edu/~gstowers/knowledge.html">http://userwww.sfsu.edu/~gstowers/knowledge.html</a> <a href="http://userwww.sfsu.edu/~yourownname/knowledge.html">http://userwww.sfsu.edu/~yourownname/knowledge.html</a>
professional skills	<a href="http://userwww.sfsu.edu/~gstowers/professional.html">http://userwww.sfsu.edu/~gstowers/professional.html</a> <a href="http://userwww.sfsu.edu/~yourownname/professional.html">http://userwww.sfsu.edu/~yourownname/professional.html</a>
writing	<a href="http://userwww.sfsu.edu/~gstowers/writing.html">http://userwww.sfsu.edu/~gstowers/writing.html</a> <a href="http://userwww.sfsu.edu/~yourownname/writing.html">http://userwww.sfsu.edu/~yourownname/writing.html</a>
presentation	<a href="http://userwww.sfsu.edu/~gstowers/presentation.html">http://userwww.sfsu.edu/~gstowers/presentation.html</a> <a href="http://userwww.sfsu.edu/~yourownname/presentation.html">http://userwww.sfsu.edu/~yourownname/presentation.html</a>
team	<a href="http://userwww.sfsu.edu/~gstowers/team.html">http://userwww.sfsu.edu/~gstowers/team.html</a> <a href="http://userwww.sfsu.edu/~yourownname/team.html">http://userwww.sfsu.edu/~yourownname/team.html</a>
contact	<a href="http://userwww.sfsu.edu/~gstowers/contact.html">http://userwww.sfsu.edu/~gstowers/contact.html</a> <a href="http://userwww.sfsu.edu/~yourownname/contact.html">http://userwww.sfsu.edu/~yourownname/contact.html</a>

But the names of these files is already included in the template that you downloaded, you will not have to incorporate them into the files.