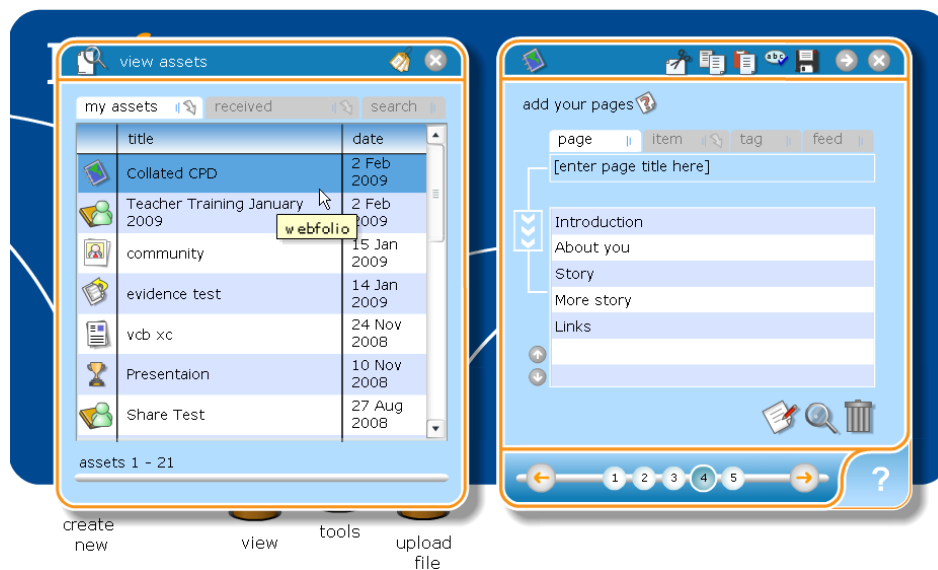


Editing a webfolio

The webfolio editor enables you to create rich webfolios which can draw upon items within your REfLECT asset store. You can also edit and format text, add images and link to other items via the **webfolio editor**.

Click the **view** button and choose **my assets** from the menu. Select your webfolio, and click **edit this asset**, then move to the editing step by clicking the **number 4** button at the bottom of the pad.



To edit a specific page, double-click the title, or click it once and then the **edit page** button at the bottom right of the pad.

TIP! You can add new pages now - see the tip sheet 'creating a webfolio' for more information.

more...

01

02

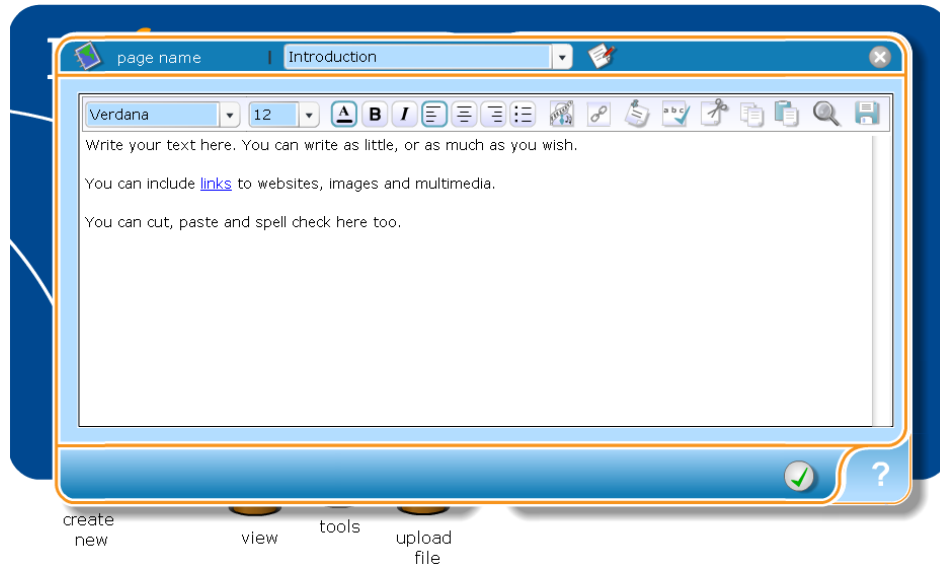
03

04

05

06




This will open up a new, double-sized pad for you to edit your page.



At the top of the pad are a number of icons which enable you to format and edit the content of the page. You can type or paste text into your blank pages. You can also add images, multimedia, web-links or info tips within your pages via specific words or phrases in your content.





First, highlight the text you wish to alter.

The first five buttons of the toolbar allow you to edit the style of the text. From left to right these buttons (and their functions) are:

- **font** - select a font by clicking on the drop down list
- **size** - change the size of your text by clicking on the drop down list
- **underline** - underline text by clicking the  icon.
- **bold** - you can make the text bold by clicking the  icon
- **italic** - you can italicise the text by clicking the  icon

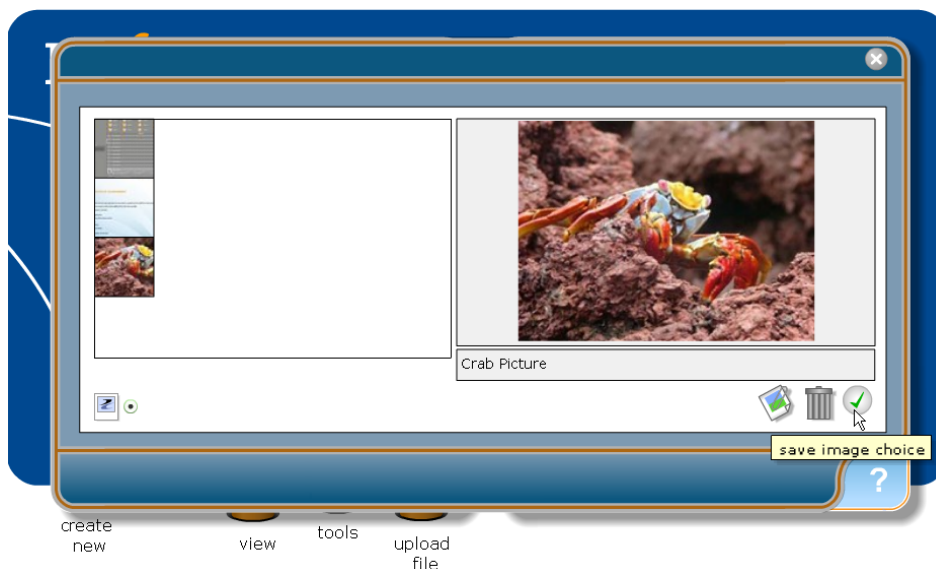
p2

The next sequence of icons enables you to align and format your text.

- the  icon **aligns left**
- the  icon **aligns** text to the **centre** of the webfolio page
- the  icon **aligns** text to the **right**
- the  adds **bullet points** to highlighted text

The  icon enables you to add a multimedia element or an image to the sidebar.

When you click the icon a **multimedia gallery** will open up that has all your images and video files you have uploaded to REfLECT.




Once this has opened, select an image and click the **green tick button** to return to the text editing pad.

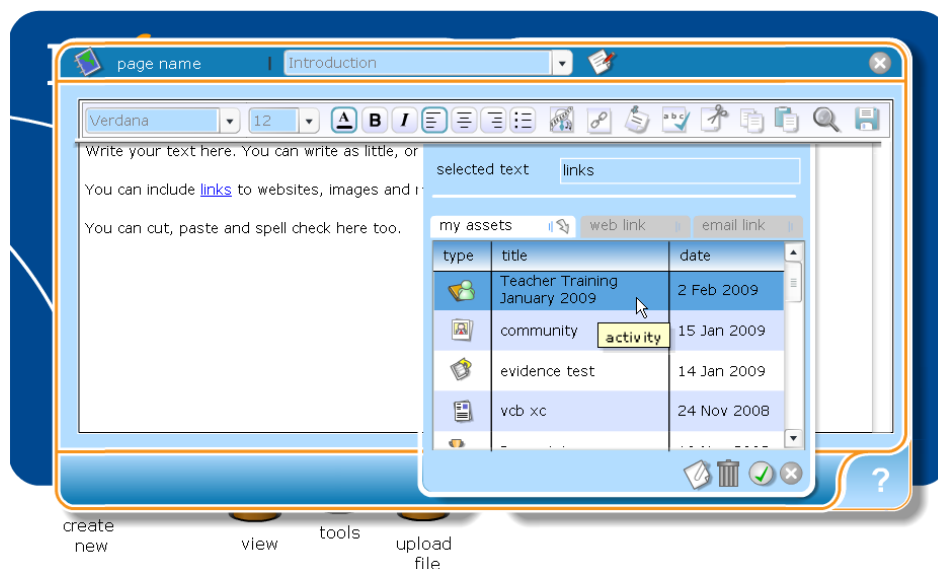
TIP! If you wish to remove the image, select it and click the **dustbin** button.

The next icon will enable you to add a link.

more...


01 | 02 | 03 | 04 | 05 | 06

To add a link or evidence to your webfolio, highlight the text you wish to link from and then click the  icon. This will open the **link pad** listing your REfLECT assets.

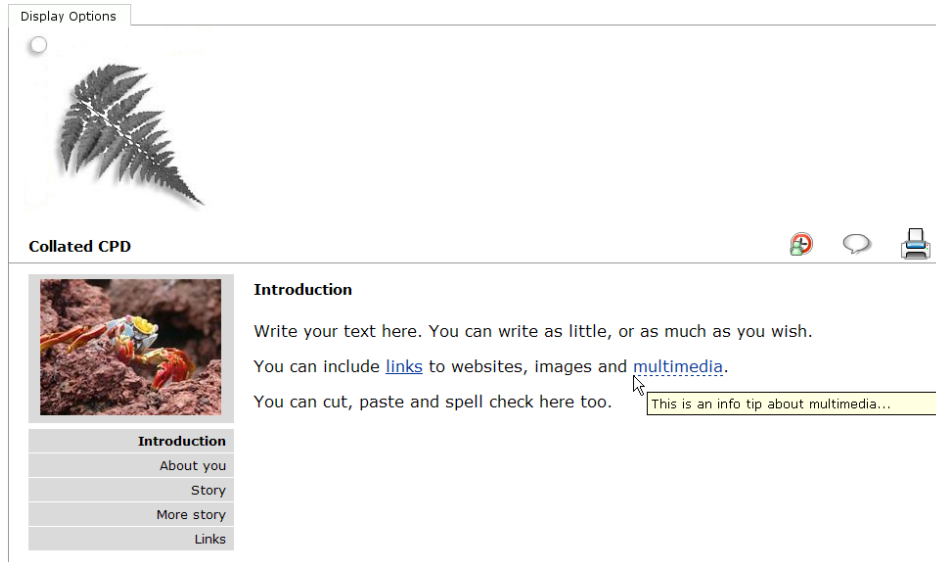


Click an asset from within the new pad to create the link.

Alternatively, create a **web link** in the second tab, or an **email link** in the third. Links will be created when you click the **green tick button** to close the pad and save.






The  icon enables you to add an info tip. An info tip allows you to add more details or to comment on part of the content of a webfolio page. When a person is viewing your webfolio, they can place the mouse over the selected text and the info tip will appear.

Info tips will look like this:



Highlight the text you wish to add an info tip to, and then click the **info tip** icon. The **link pad** will open with the highlighted text at the top. You can add the additional information or comments to the box marked **info tip**. Once you are happy with the content of the info tip, click the **green tick button**.

The last five icons are:

-  spell check
-  cut
-  paste
-  view this page
-  save this page

When you are happy with the content of your page, click the **green tick button** to save and close the pad.