

Penn State Harrisburg
Training and Development Department
Career Engagement Portfolio
Starter User Guide

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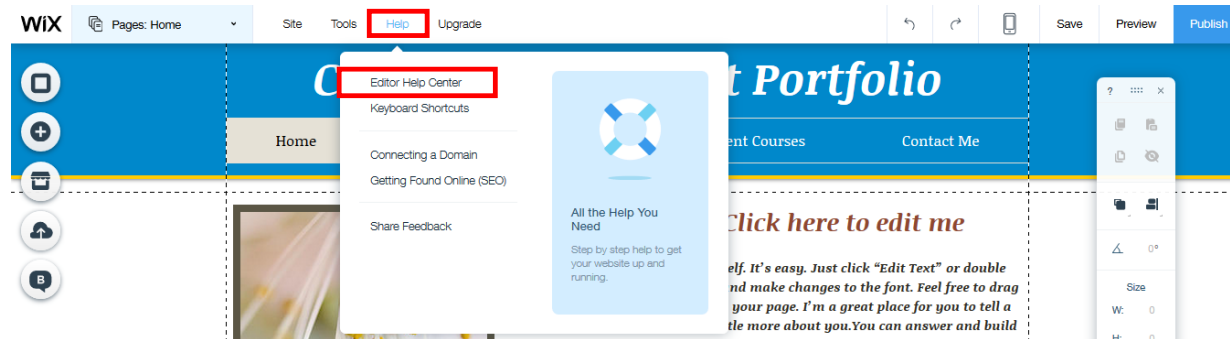
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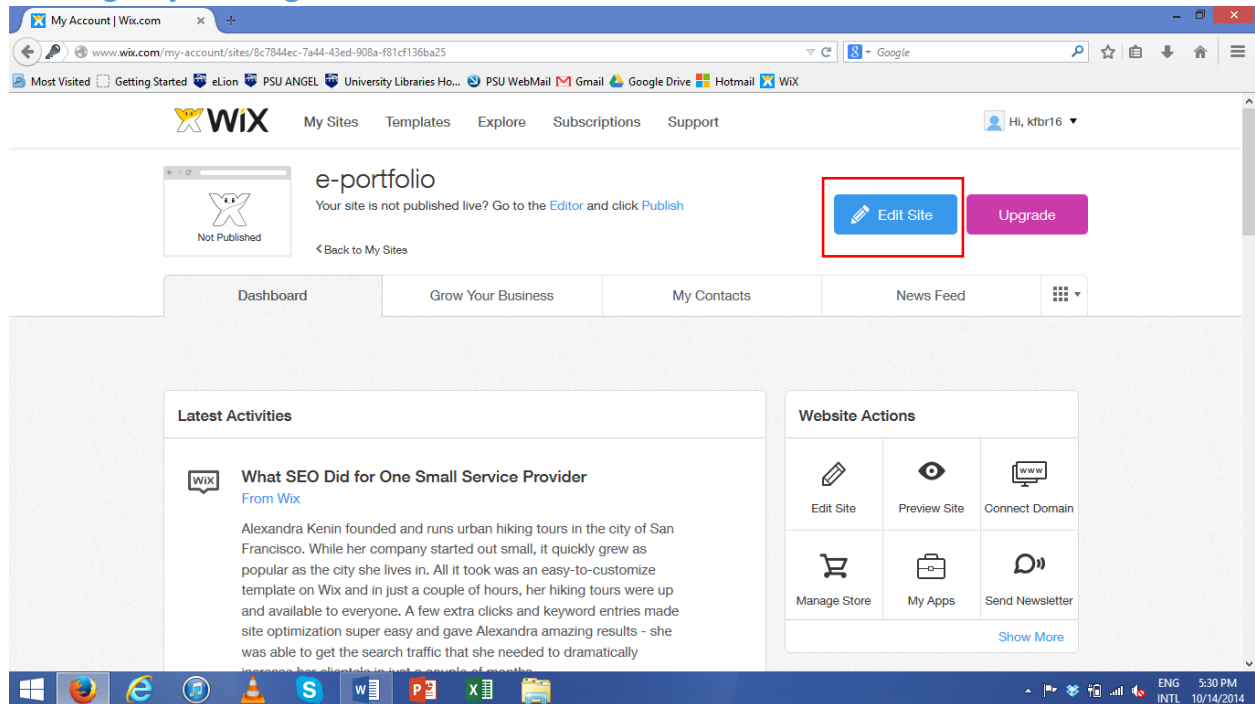
This guide will assist you with the development of your Career Engagement Portfolio for the Training and Development Program at Penn State Harrisburg. Using the Wix platform, the Career Engagement Portfolio or CEP is intended to build and develop the online presence of a student as a training and development professional.

This guide presents images or screenshots of the webpage, using red boxes to outline the sections that the user must click on to achieve the desired results and changes.

If you want to do something in your page that is not covered on this user guide, you should try the “Editor Help Center” under the “Help” search bar on top of the Wix editing page to assist you.

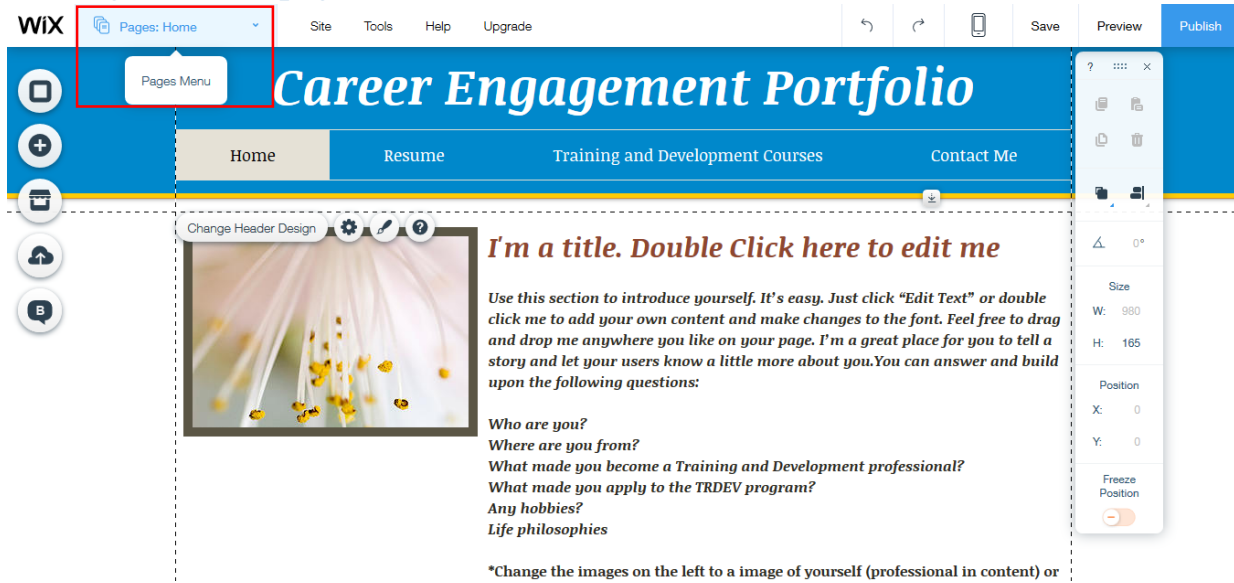


Getting to your Page

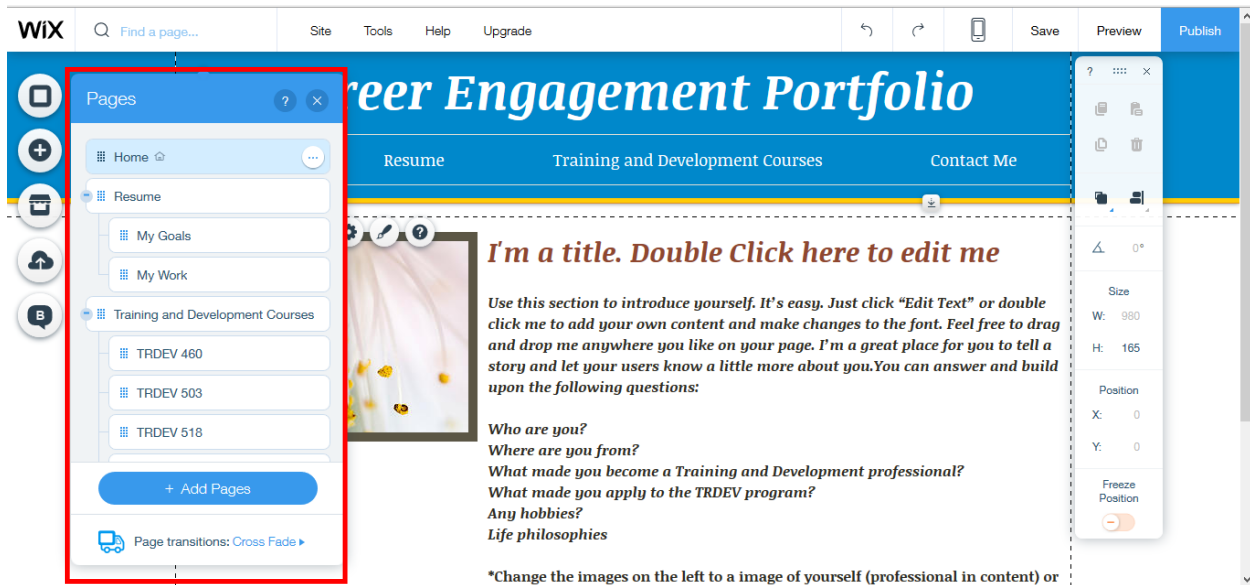


1. After logging in in your account click on the “Edit Site” button to begin editing your e-portfolio.

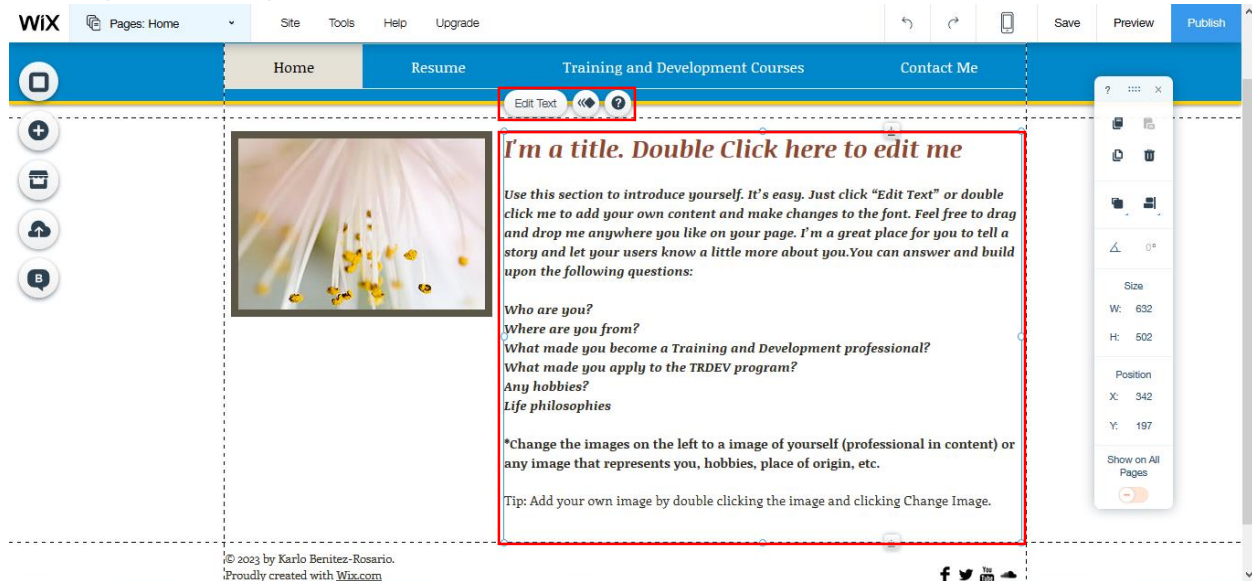
Moving from one page to another



1. Once you are in your editing page, go to the top of the page and choose what webpage you wish to edit by clicking the “Pages” menu.
2. Click on the section and you will see a drop down menu providing you the option to select which page you wish to edit.



Editing or Adding Content

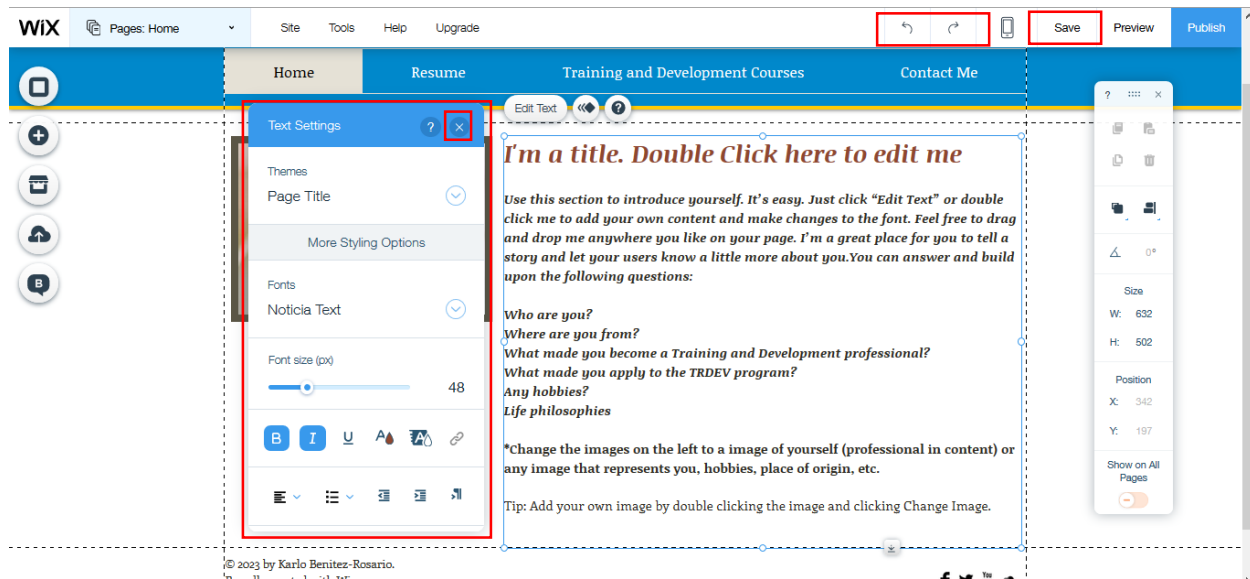


1. In order to edit/add content just click on top of the text box you wish to edit.

2. On the prompted menu select “Edit text” to start editing or adding content.

*You can also edit content just by double clicking in top of the text box you wish to edit.

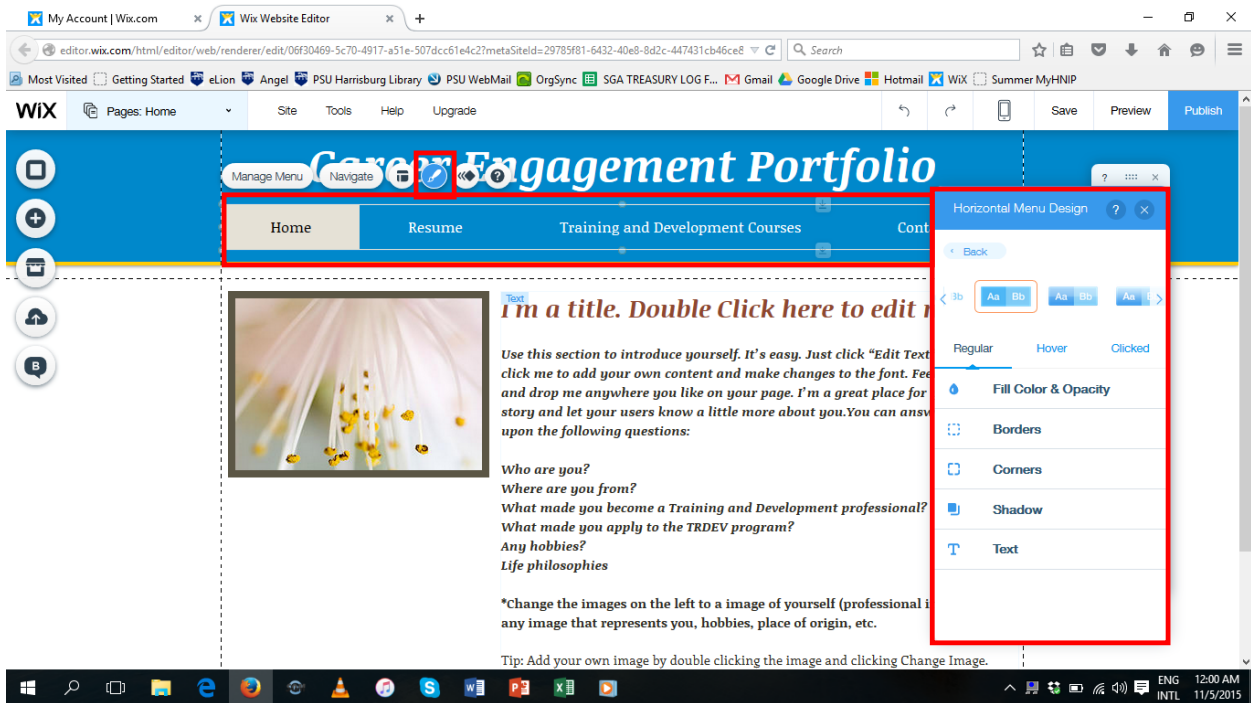
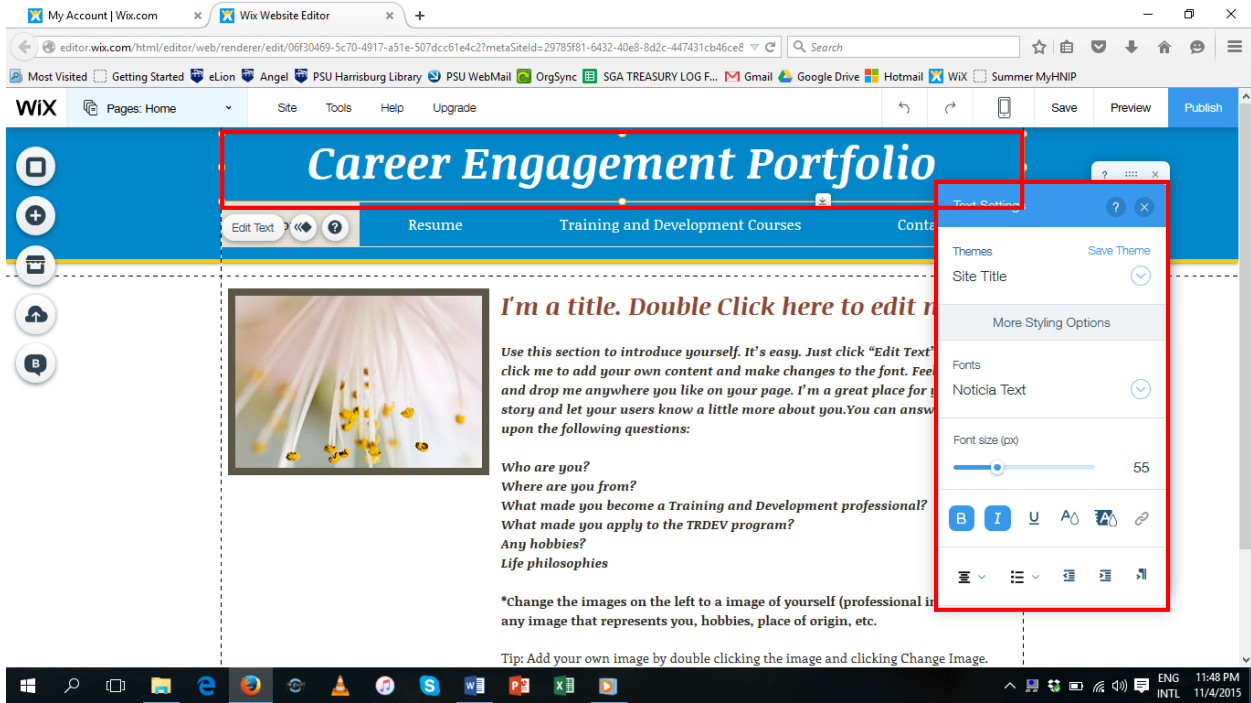
Editing or Adding Content



1. Move the cursor to the section you wish to change.
2. Use the toolbox to change the font style, size, etc.
3. To finish click the “X” send you back to the section.
4. If you make a mistake and wish to recover the prior change press the undo button.
5. Press “Save” in order to save your changes.

* Repeat the same process to change your header or the menu pages. Just click on what you wish to edit.

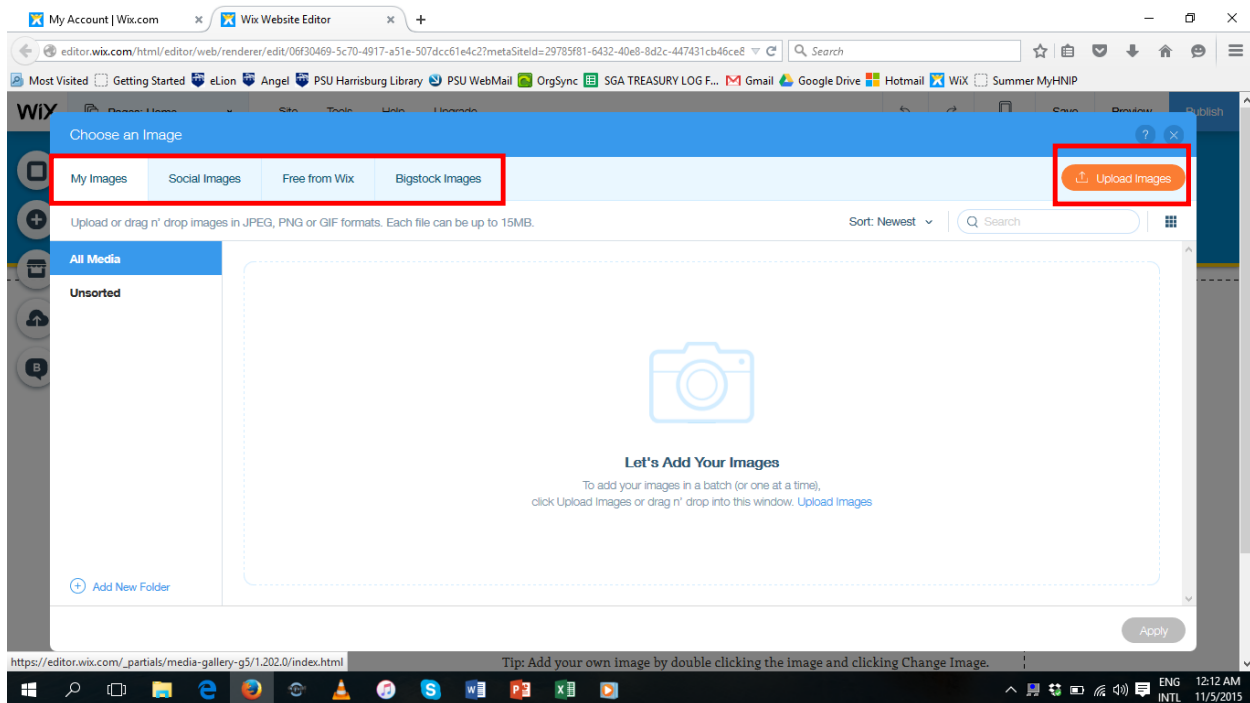
Editing or Adding Content



Adding, Changing or Modifying an Image

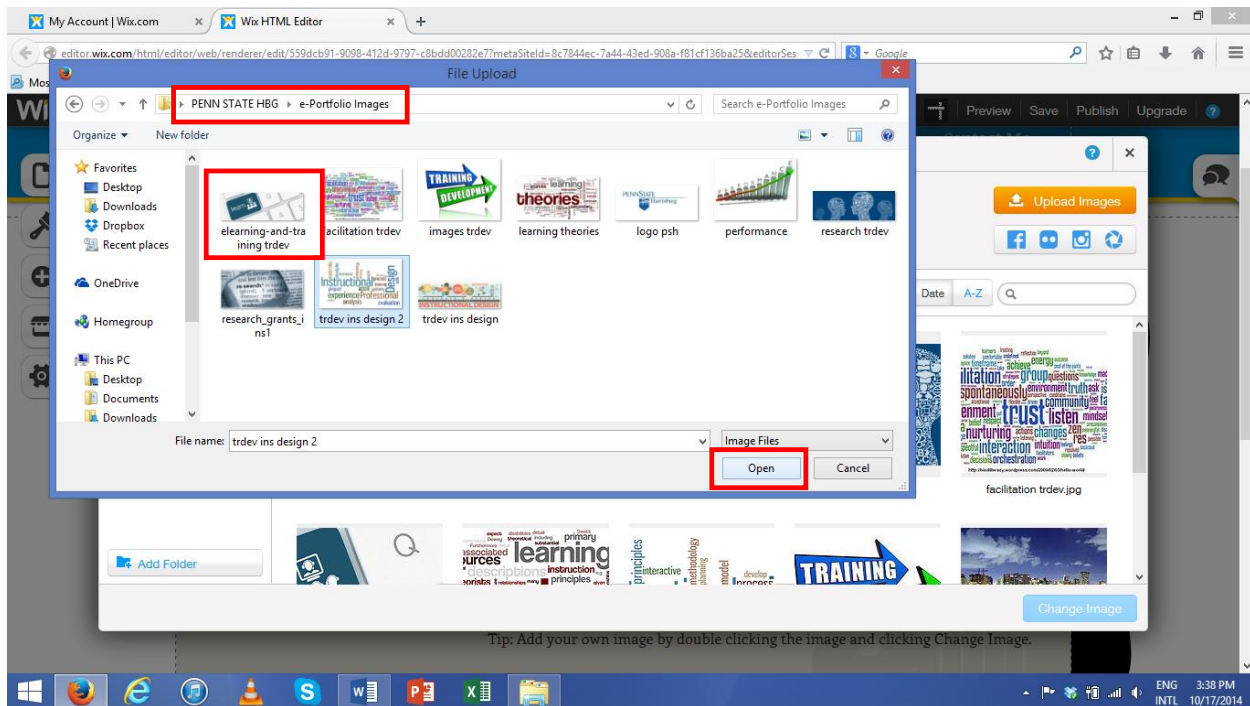


1. To change an image click on top of the chosen image.
2. On the prompted menu click on the “Change Image” button.



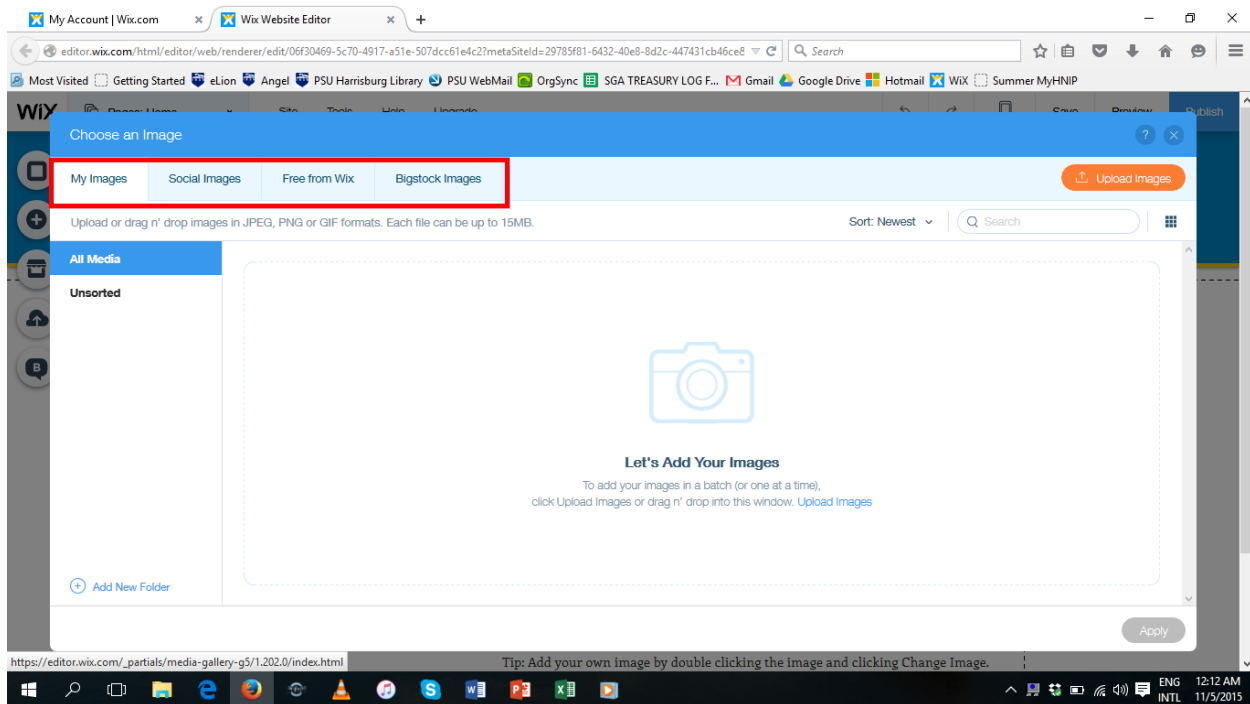
3. You can either choose from your image library or the images provided by Wix.
4. Click on the “Upload” button to upload a picture or image from your computer.

Adding, Changing or Modifying an Image



5. Select the folder where the picture is saved and choose the desired picture.

6. After choosing the picture click on “Open” to upload the image.



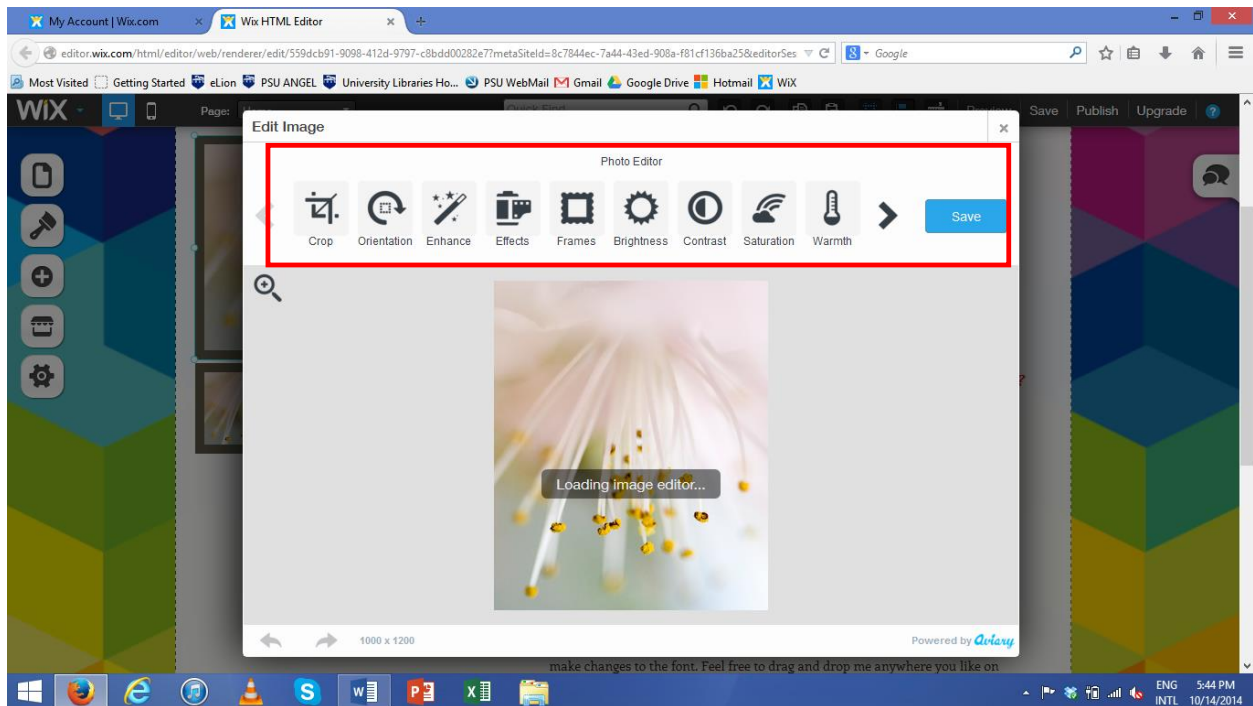
7. Use the social media tab if you wish to transfer an image from your social network library.

*Be careful of the photo you choose to upload into your e-portfolio.

Adding, Changing or Modifying an Image



1. To edit an image just click on top of the image.
2. On the prompted menu click on button associated with “Crop & Edit”.

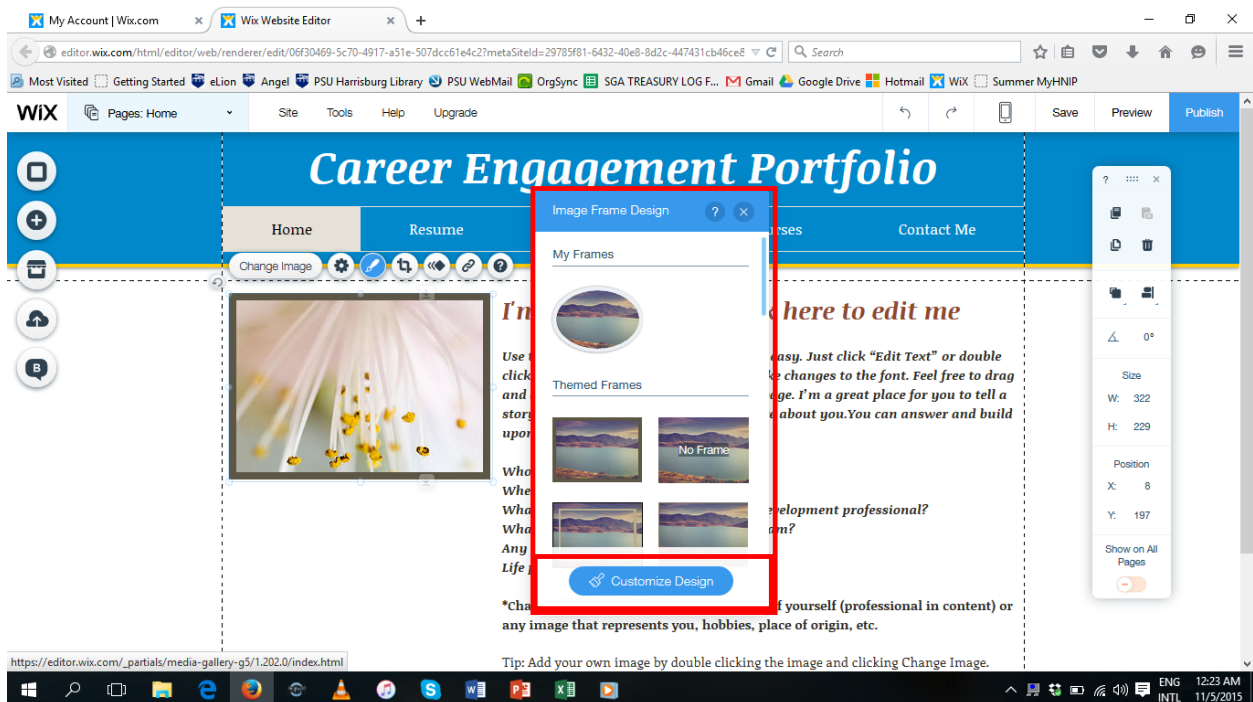


3. Use the “Photo Editor” to modify your image.
4. After finishing the desired documentation click on “Save” to save your changes.

Adding, Changing or Modifying an Image



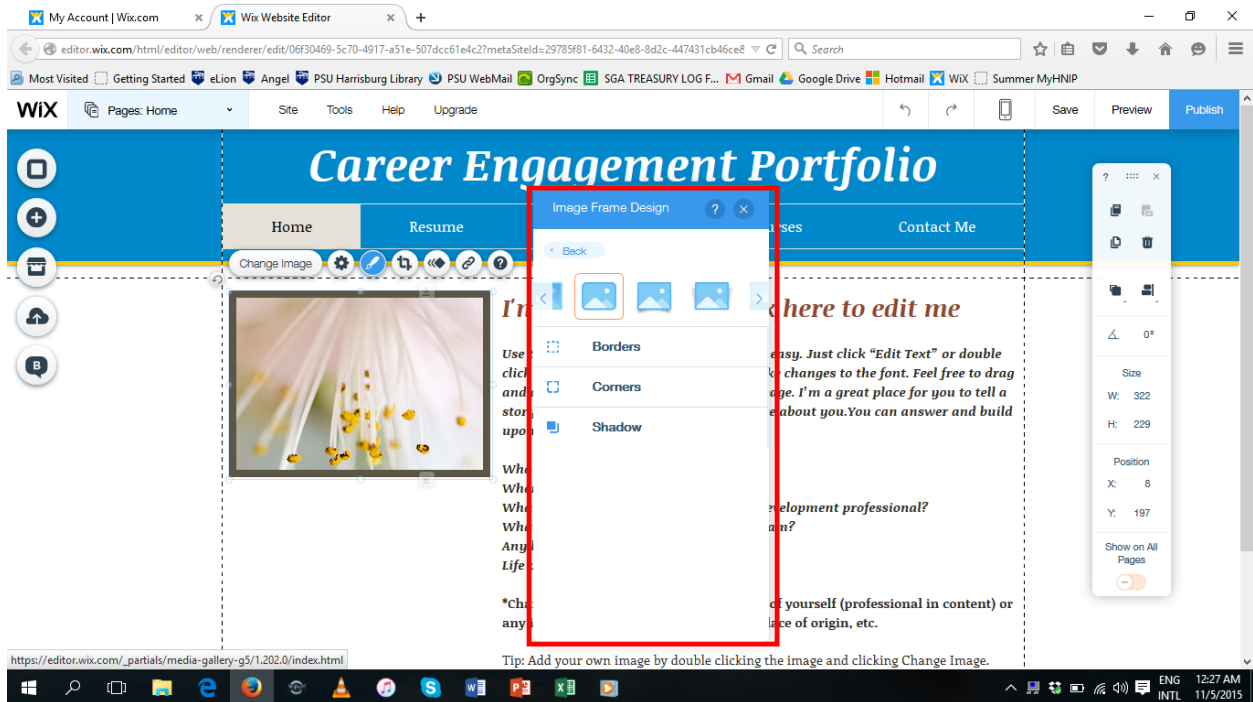
1. To change the style of the image just click on the image. When the menu appears click on “Design”.



2. Choose the desired image style.

3. Click on “Customize Design” to be able to change frame width and color.

Adding, Changing or Modifying an Image



4. Use the prompted menu to select a wide array of picture options, change the colors of the frame, modify the opacity of the frame, modify the corners of the pictures, etc.

*Play around with this option so you can explore all of the options that Wix offers.

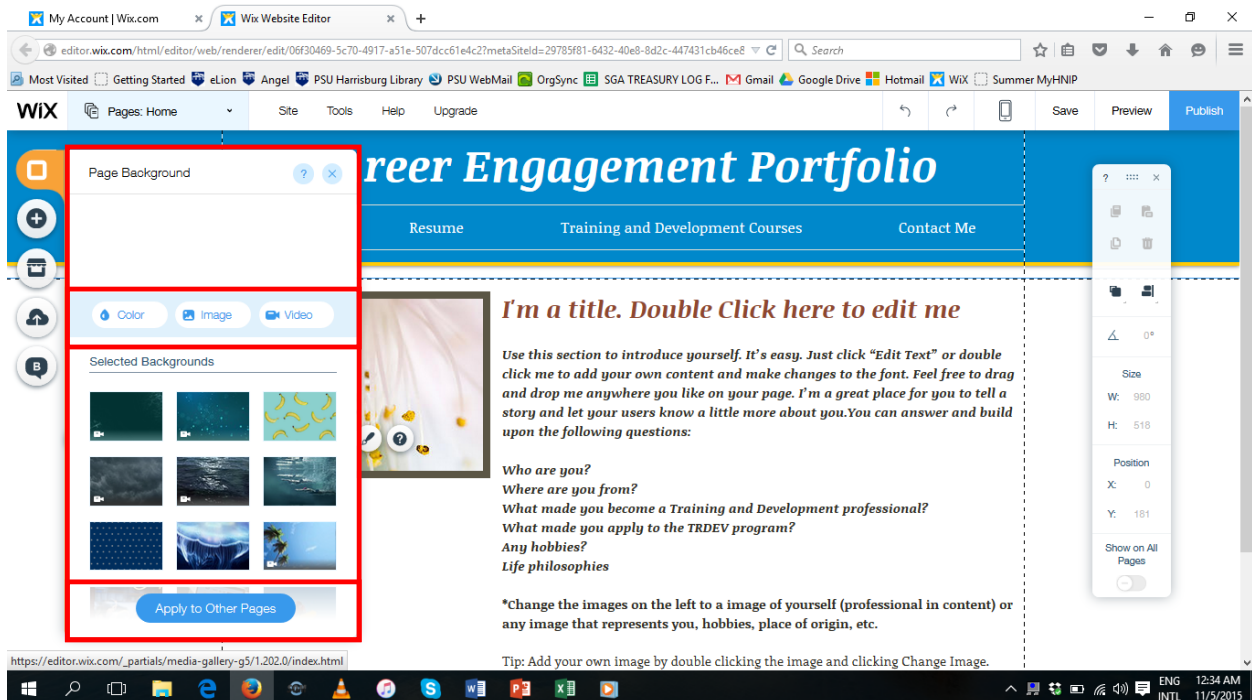


5. Use the four points above to change the size of the image.

Changing the background



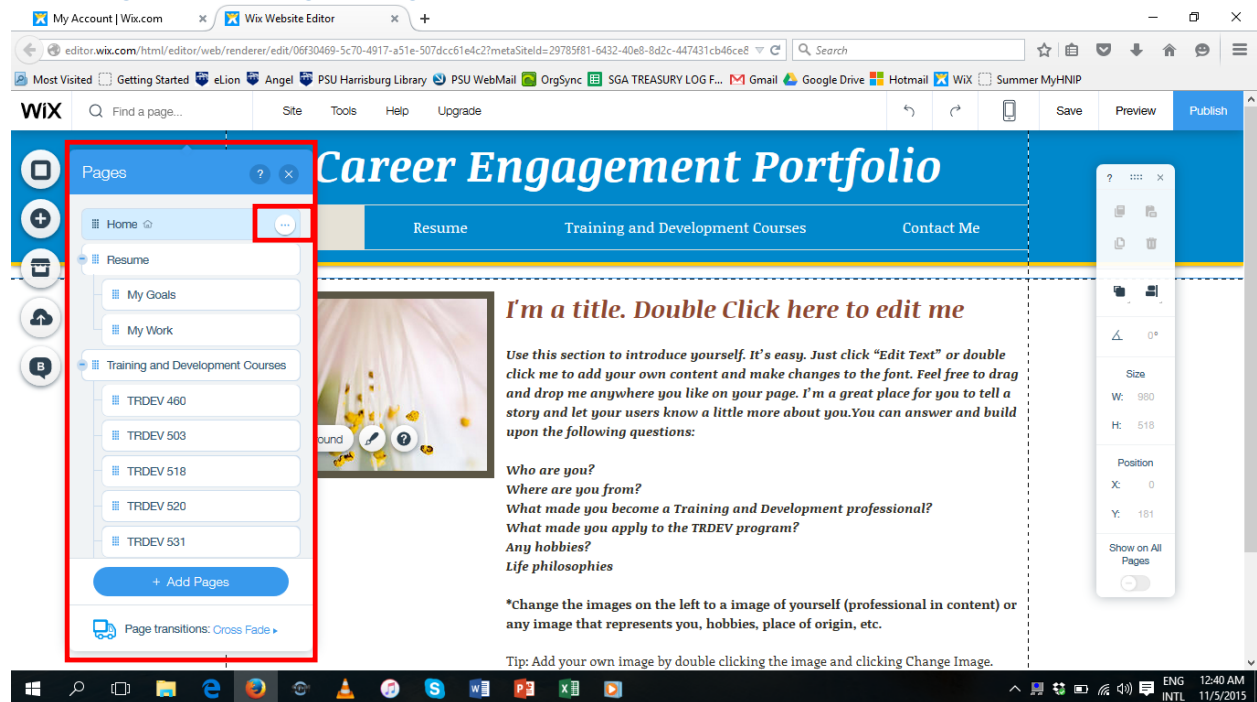
1. Click on the “Background” button.



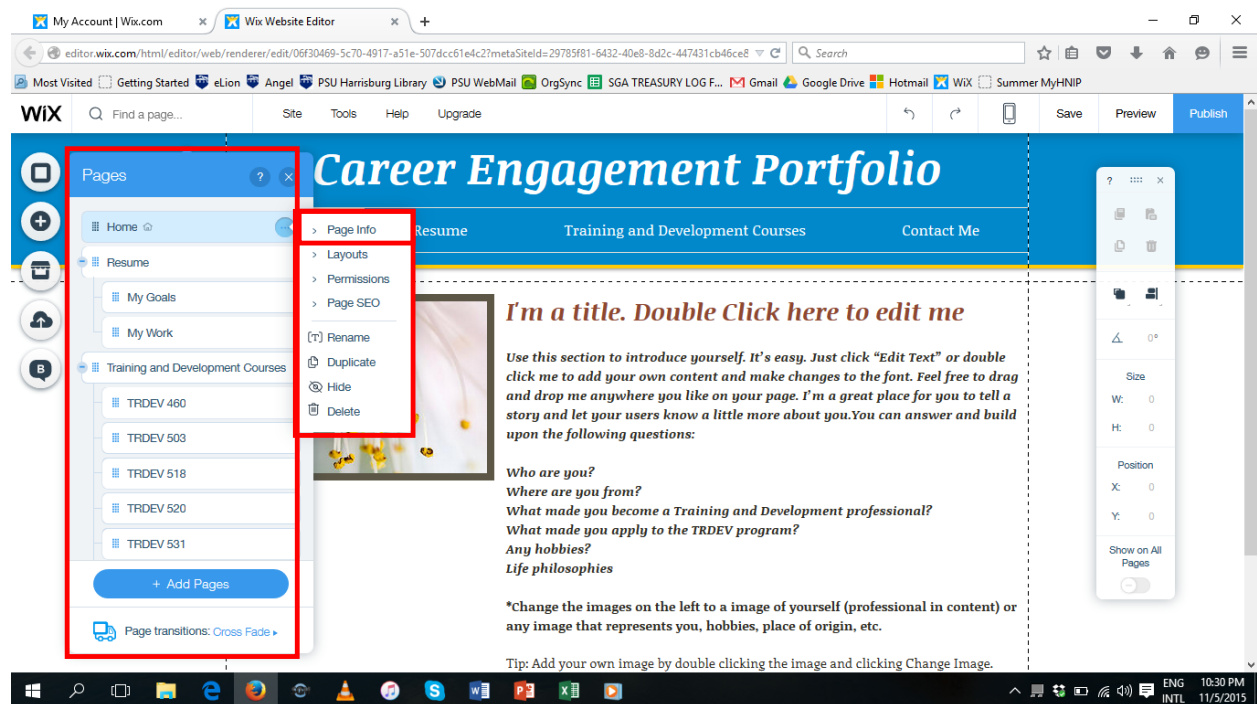
2. Select from the collection of colors and patterns to change your background. Also, click on “Image” to add your own image to the background.

3. Click on “Apply to Other Pages” to apply all the changes in the rest of the pages.

Adding or Editing a Page

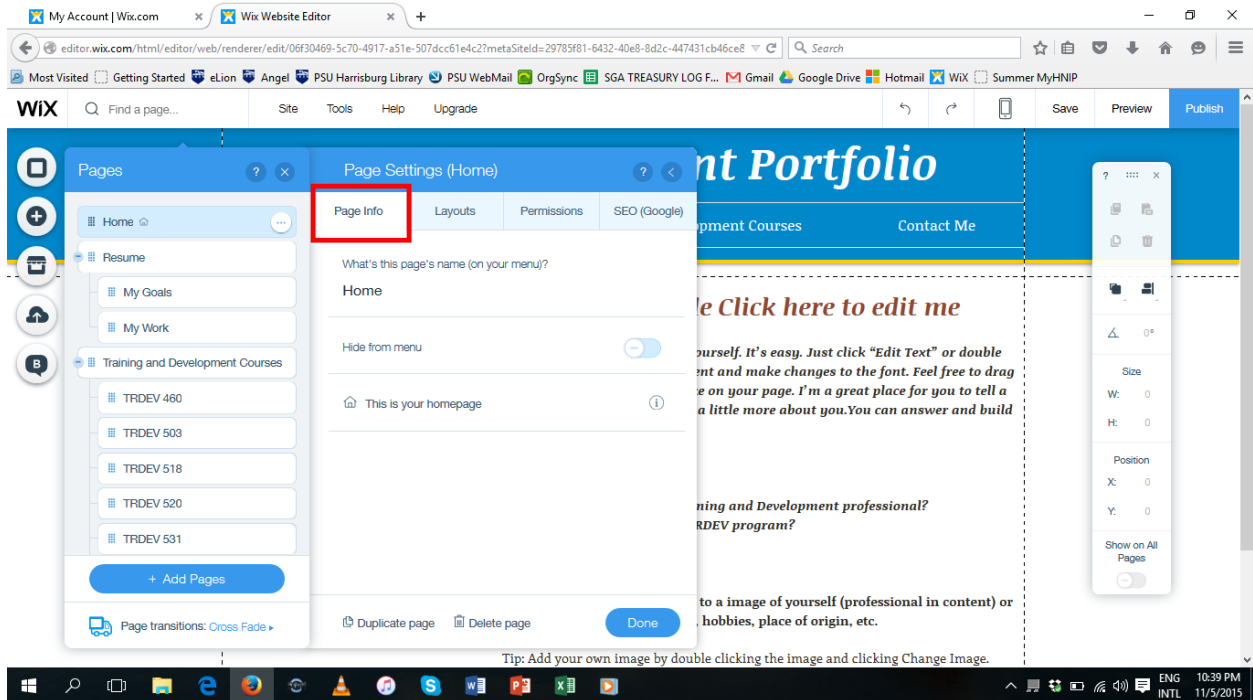


1. Go to the top of the page and choose what webpage you wish to edit by clicking the “Pages” menu.
2. Select which page you wish to edit by clicking on the round shape button next to the page name.

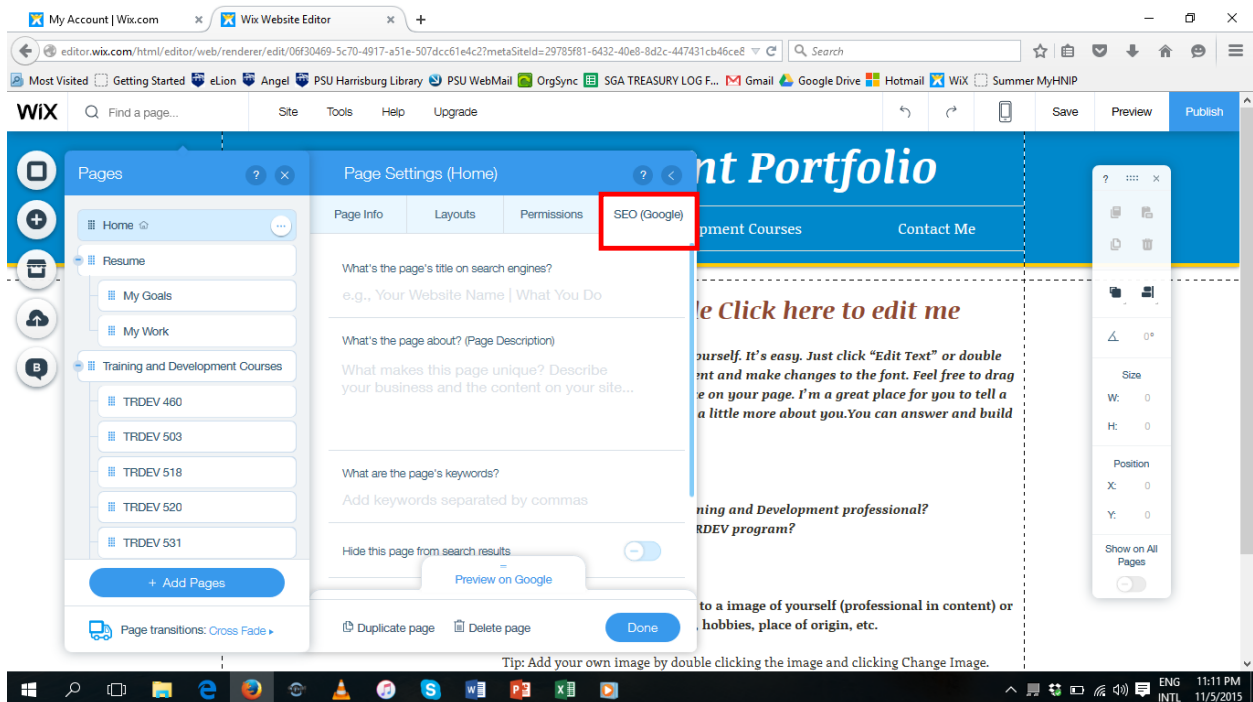


3. Select from the menu to access the settings of the page, rename the page, duplicate the page, hide the page or delete the page. Click on “Page Info” to change the name and information of the page.

CAREER ENGAGEMENT PORTFOLIO USER GUIDE



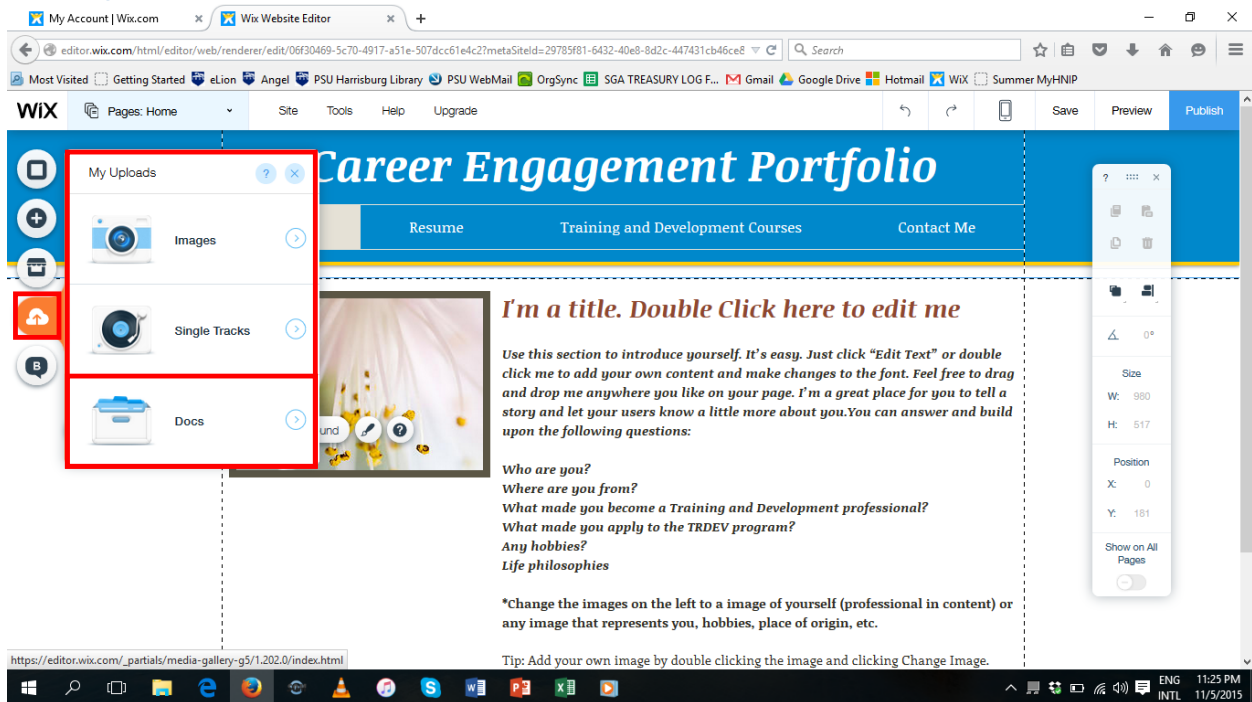
5. Click on “Page Info to change the name of the page, hide the page from the menu or select the page as your home page. The “Home” page is already the main landing page.



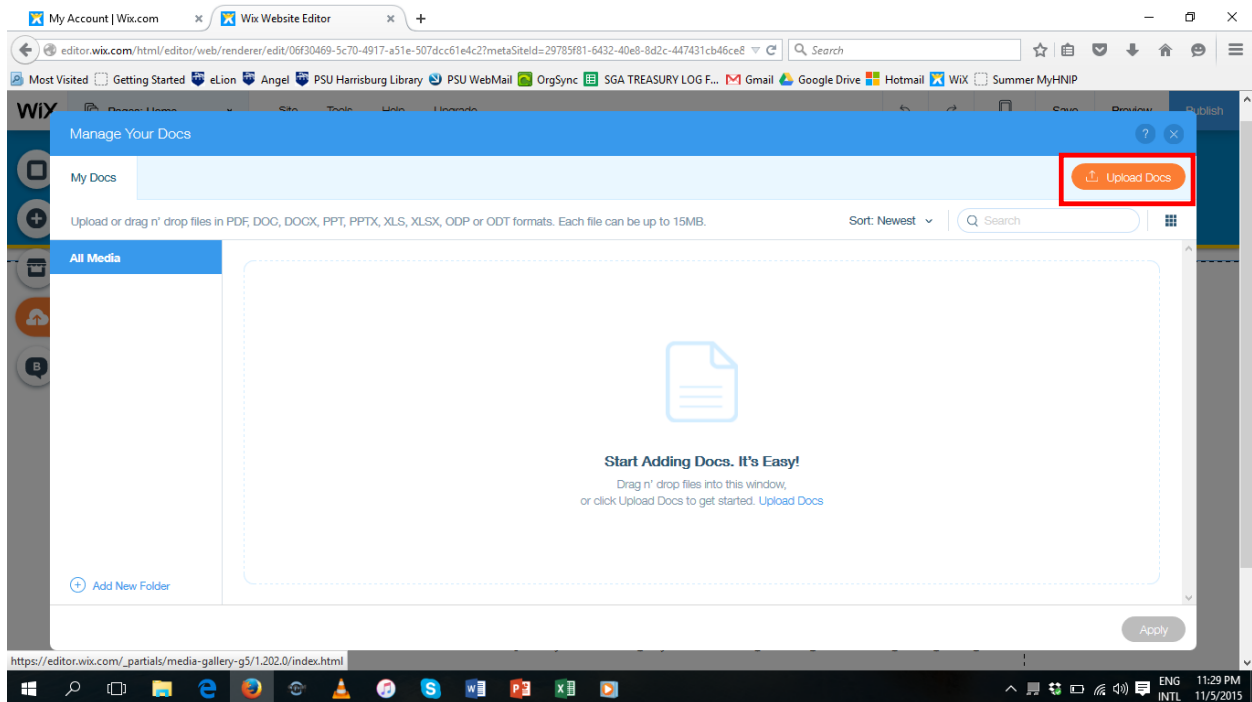
6. Click on the SEO (Search Engine Optimization Tab) to add a title to the page, a description of the page and the keywords associated with your CEP/website. Click “Done” when you are finished.

*The SEO will allow how searchable your CEP will be through Google. The information has to be only filled out once for the home page.

Adding a Document

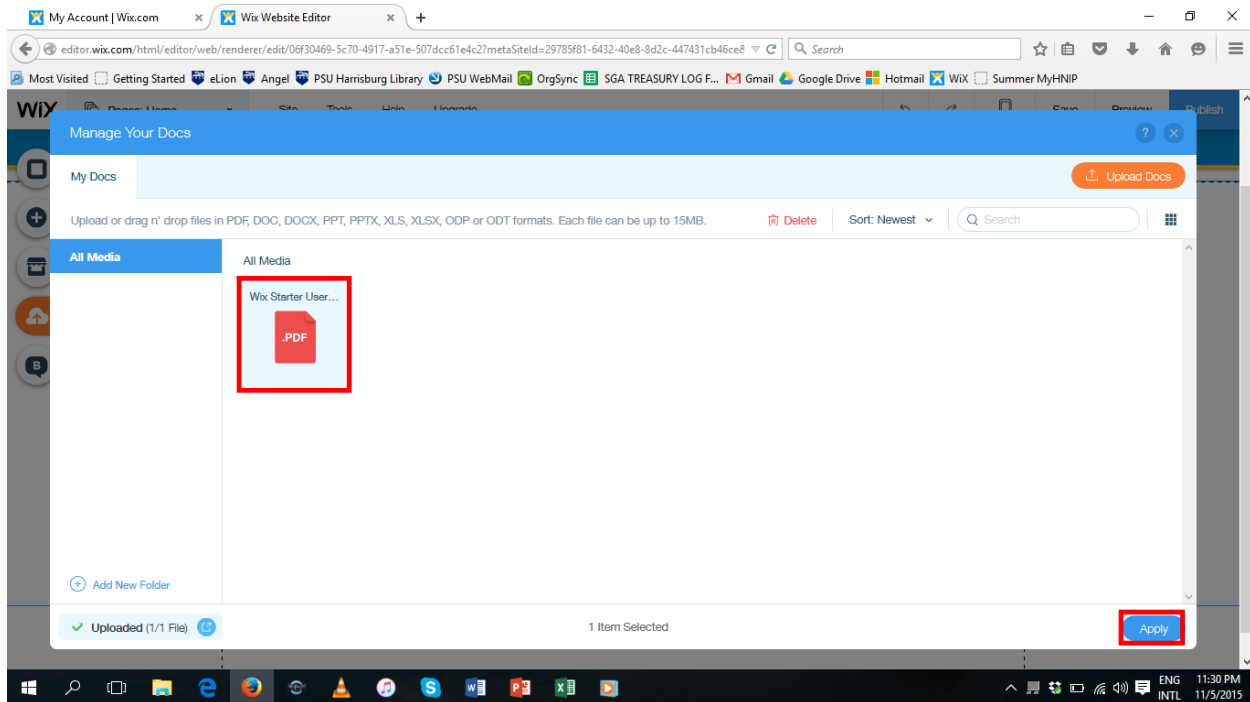


1. Select the page you want to add a document to.
2. Click on the “Upload” button.
3. On the “Upload” menu click on the “Docs” button.



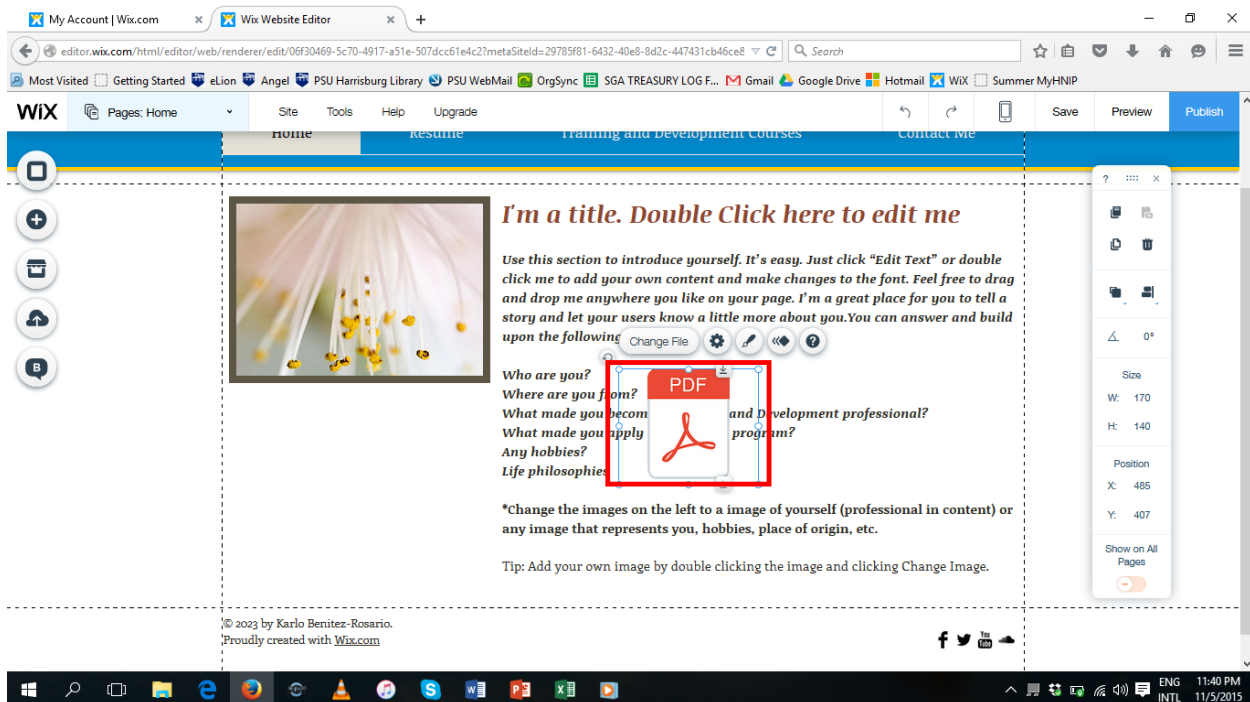
4. Click on “Upload Docs” button.

Adding a Document



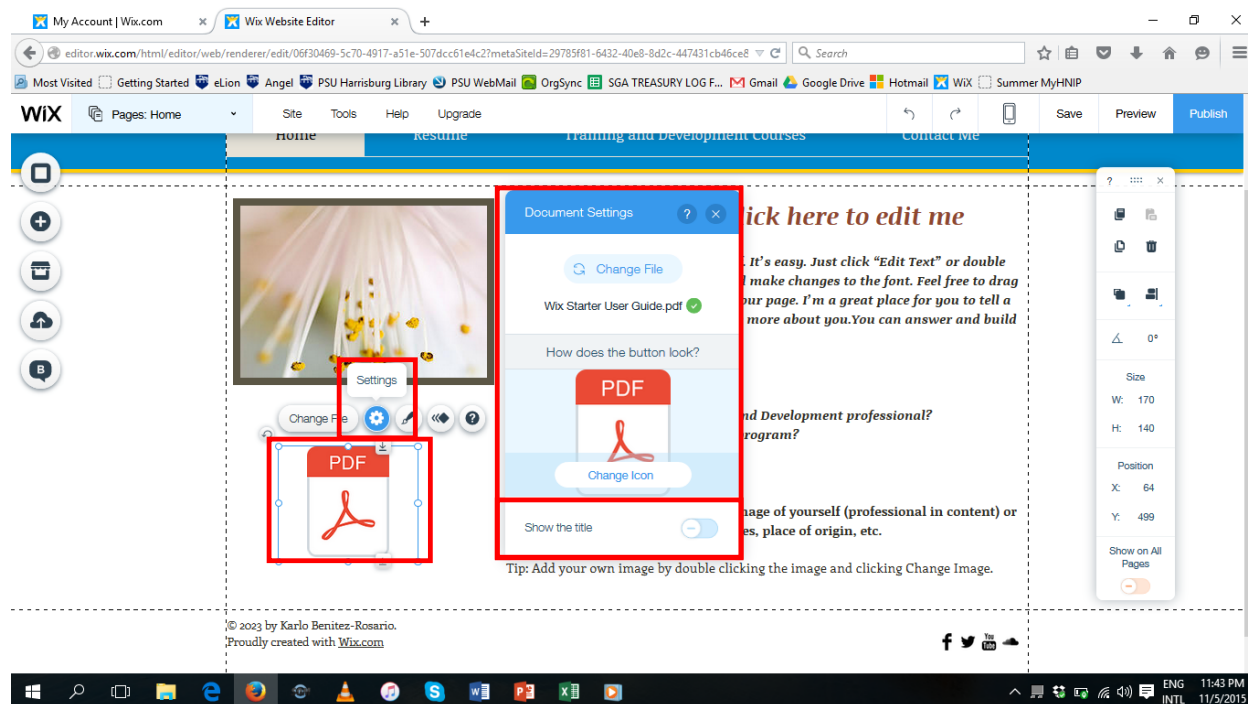
5. Select the desired document from your documents library or upload a document from your computer.

6. Click on the “Apply” button when finished.

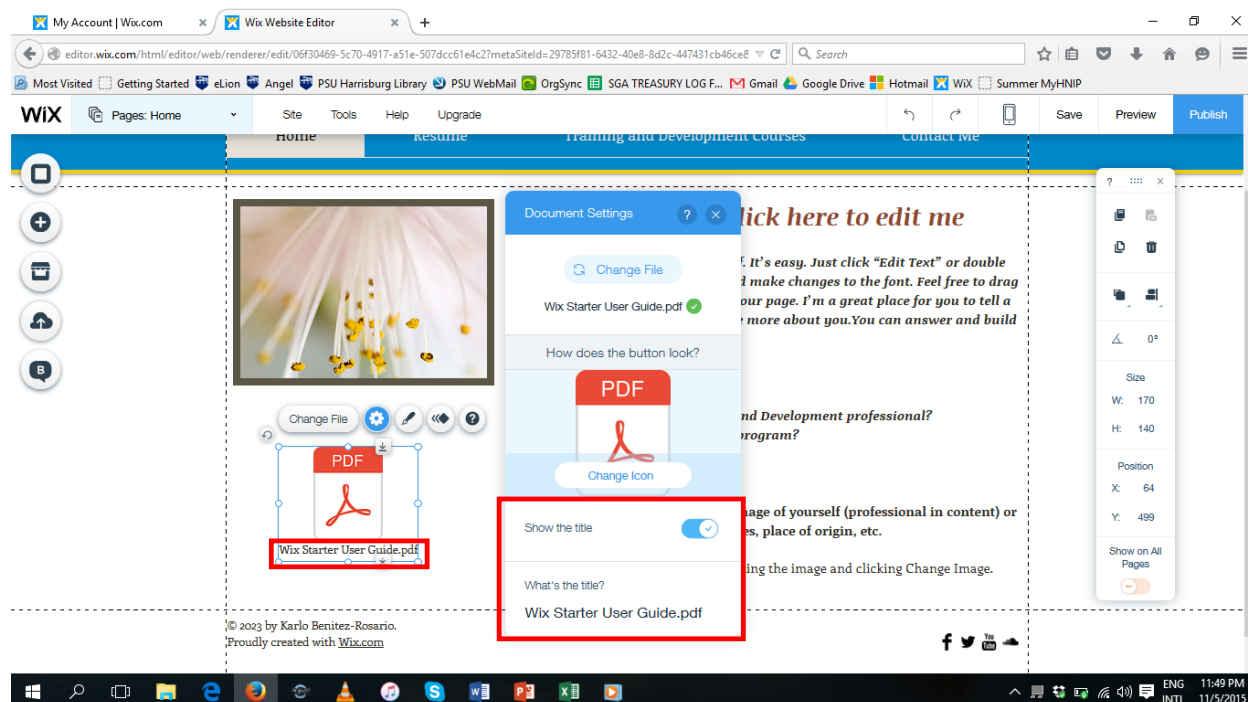


7. Once you upload the document, **click and hold** the document icon to drag the document around. This will help you put document in the desired location of the page.

Adding a Document

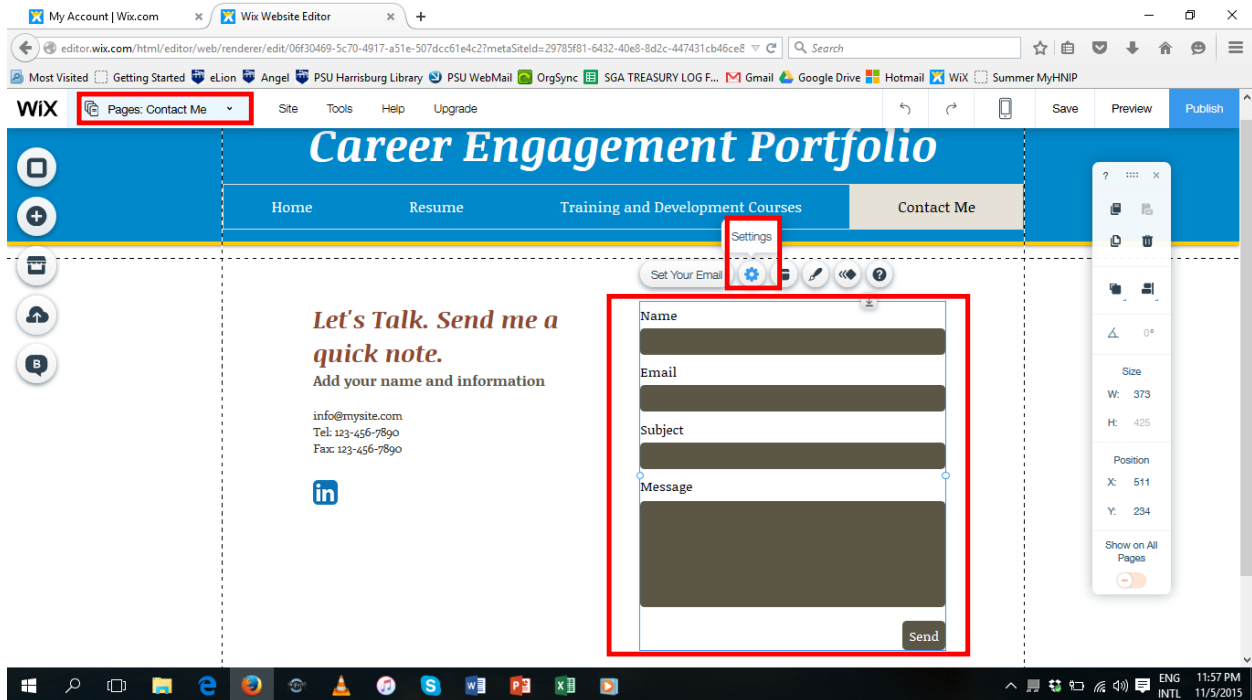


8. Click on the “Settings” button to select whether you want to show the title and name of the document.

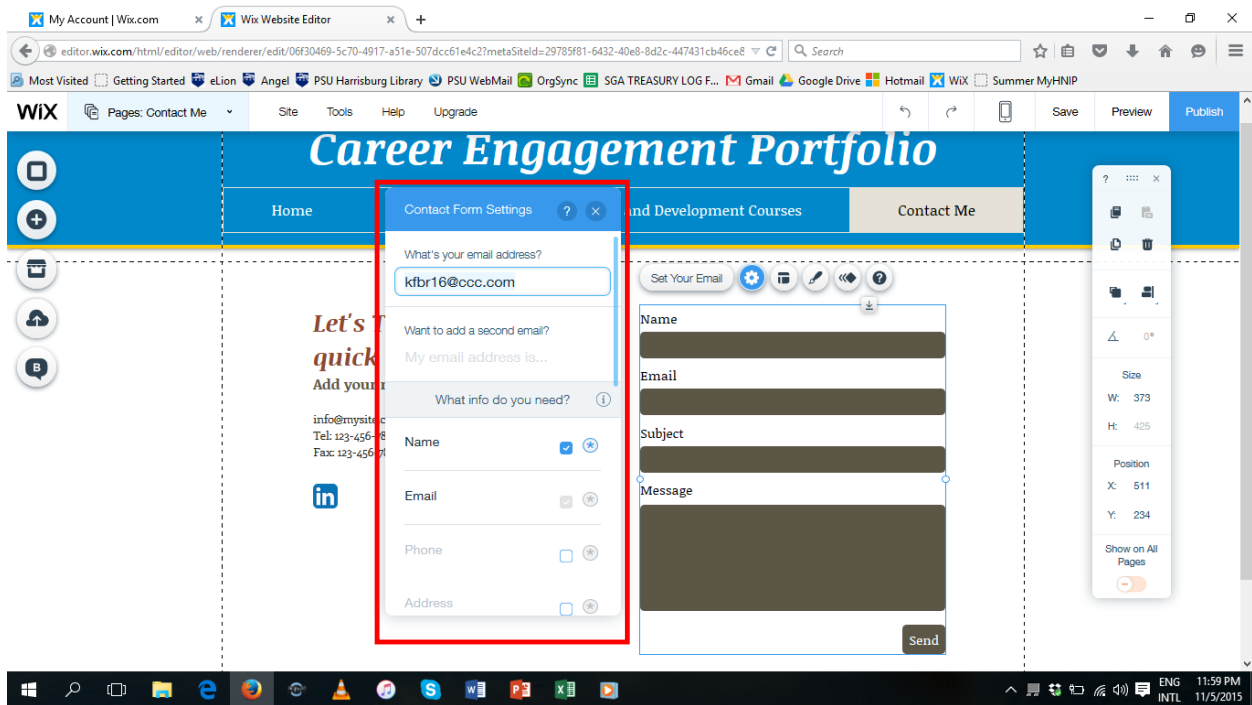


*It is recommended that your documents should be uploaded as password protected PDFs. Look for the job aid titled “Password protect a document”.

Editing your Contact Form



1. Select the “Contact Me” page.
2. Click on the contact box and select the “Settings” option.

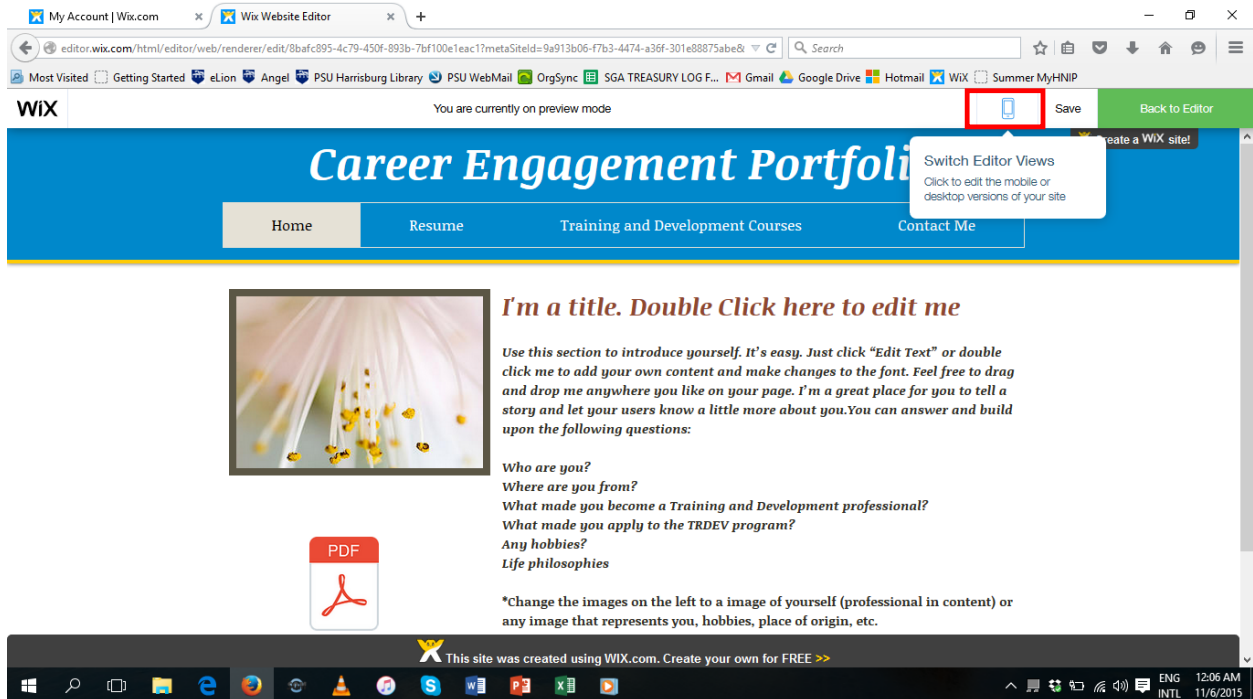


3. Use the prompted menu to select which e-mail you want your contact attempts to go to. Explore this menu to customize your contact form box.

Preview and Publish your Page

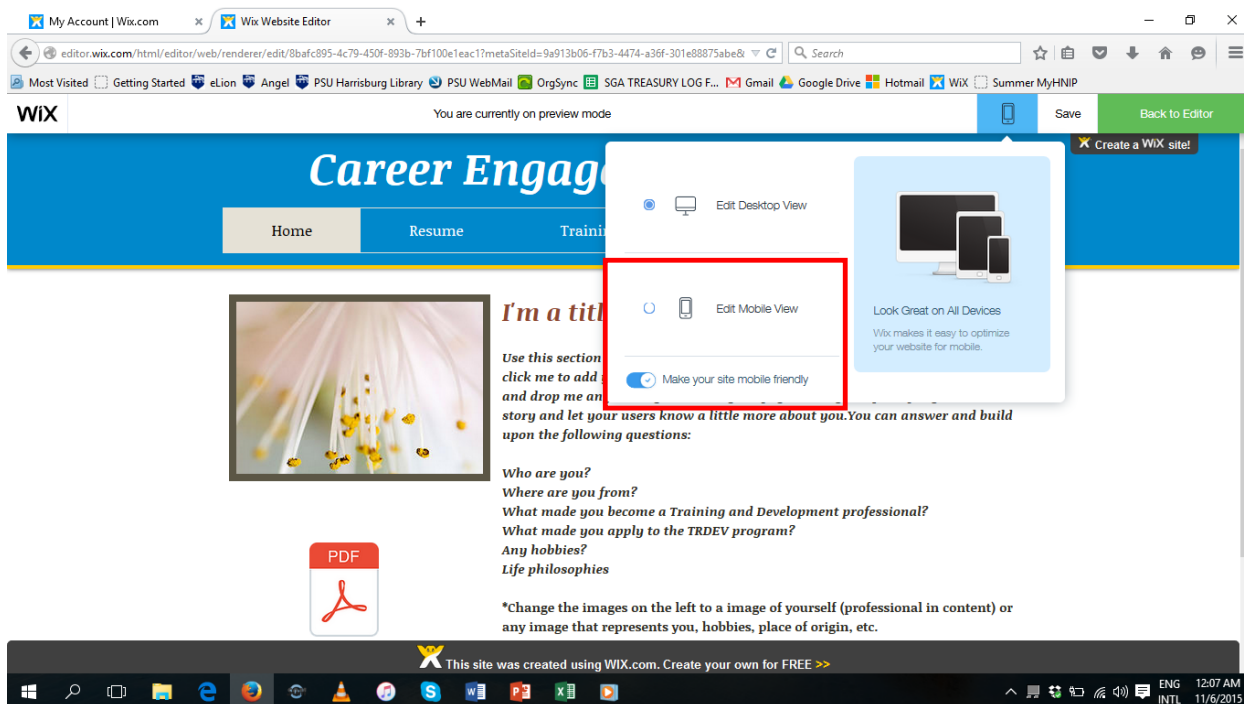


1. After making and saving all of your desired changes, click on the “Preview” button to see how your page looks like without the editing menu.

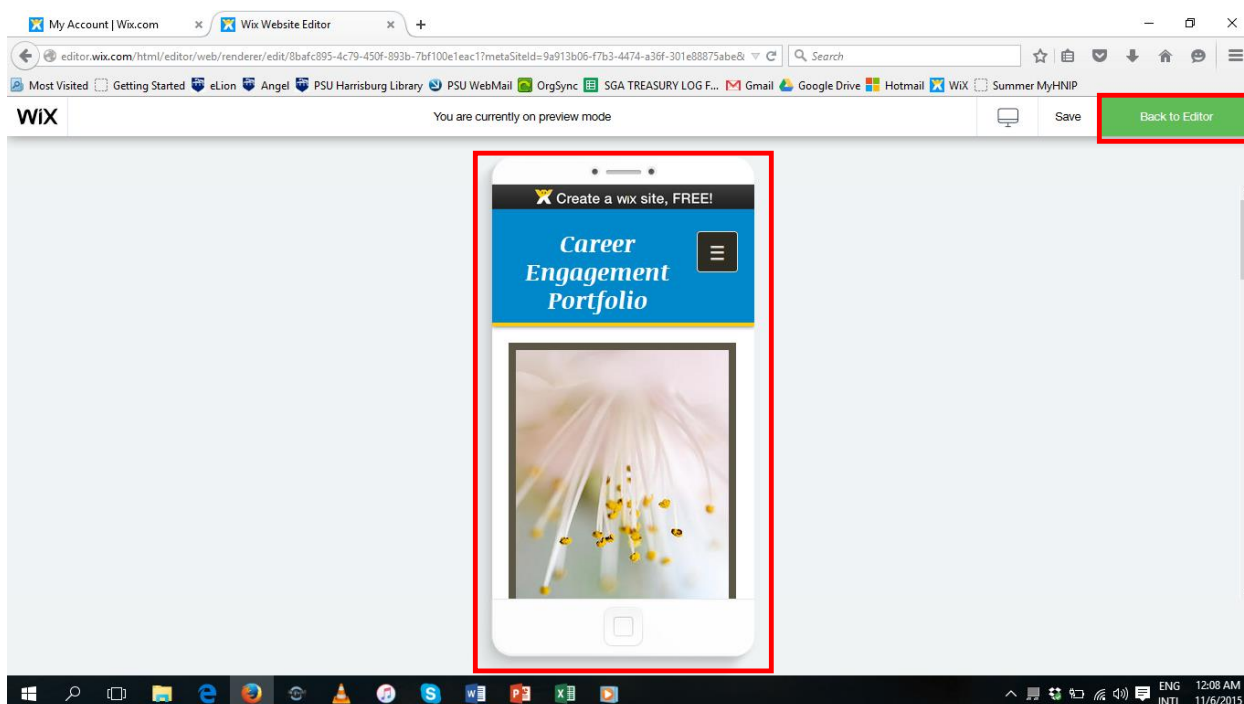


2. Click on “Desktop View” or “Mobile View” to appreciate how your e-portfolio will look on computer or a mobile device.

Preview and Publish your Page

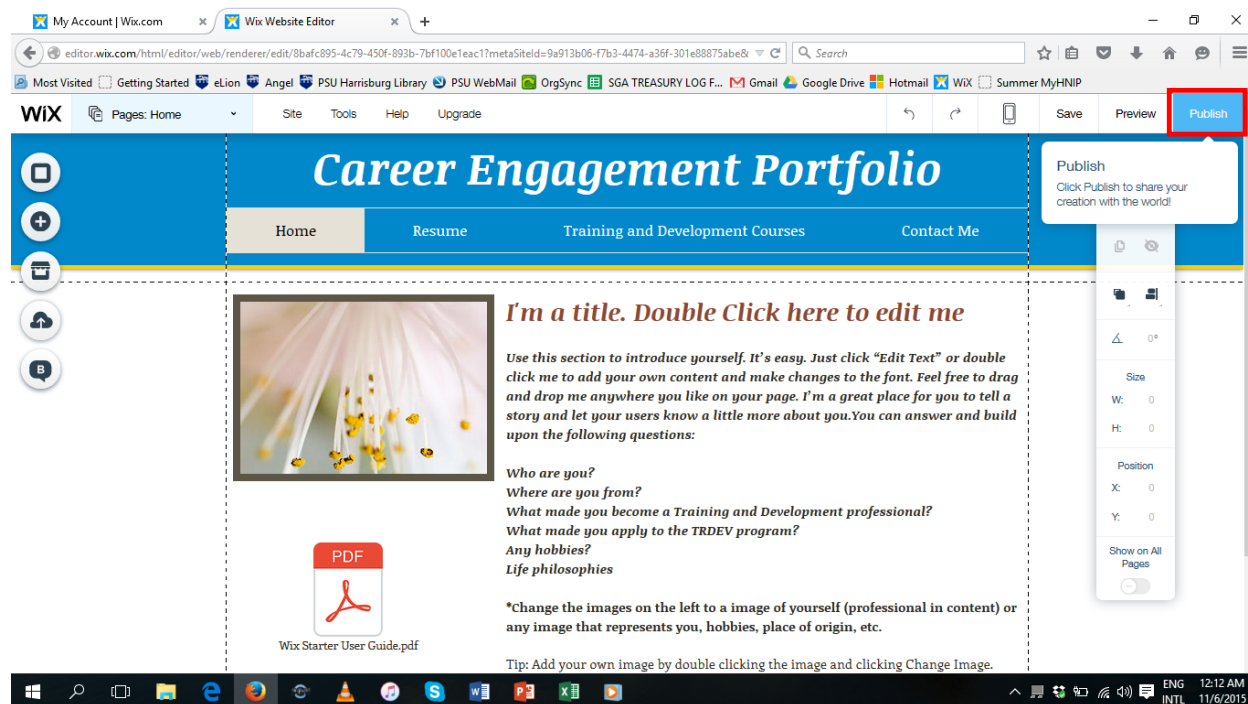


3. Click on “Edit Mobile View”.



4. Click on the “Back to Editor” button to get back to the editing page.

Preview and Publish your Page



5. Click on the “Publish” button to publish your e-portfolio and get your own personalized webpage link.