



SWANSEA METROPOLITAN UNIVERSITY

PRIFYSGOL FETROPOLITAN ABERTAWE

Webfolio editor

Angela Masurier



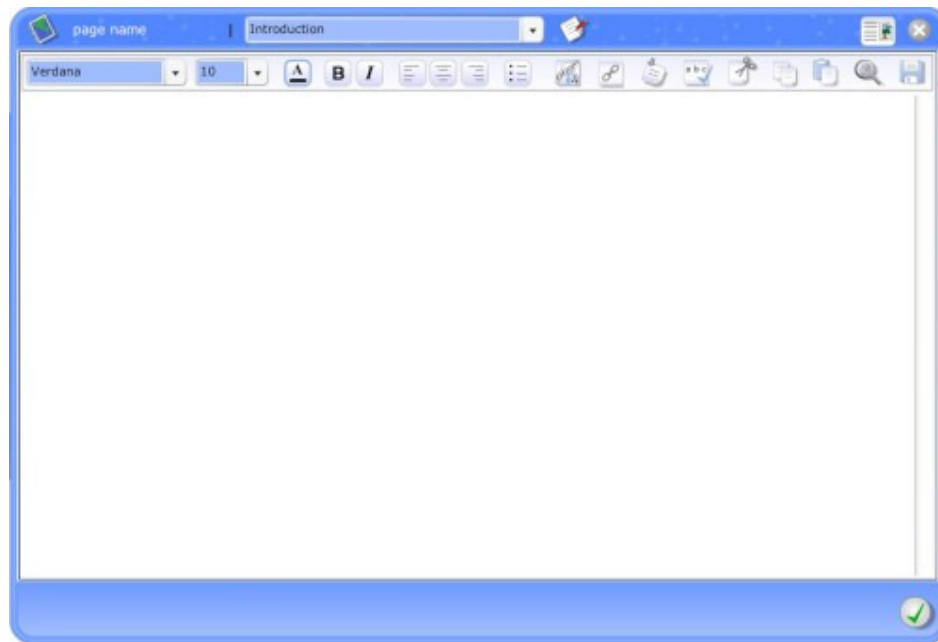
Webfolio editor

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

If you want to edit a certain page within the chosen Webfolio, select the page and click on the **edit button** at the bottom of the pad.

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

If the Webfolio has just been created there will be no text in the dialogue box, however if you are editing a page you will see the content of that page.



This pad will help you **edit text**, **add images** and **add media** to the content of a Webfolio page.

At the very top of the pad, there is a drop down box that contains all the pages that are within the Webfolio. This is so you can quickly flick between pages that you want to modify. You can also use this area to edit the title for a page. You can type or paste text into your blank pages. You can also add images, multimedia, links or info tips within your pages and against specific words or phrases.

To change the style of text in the pad is similar to editing text in a word document. First you need to **highlight the text** you want to edit and then using the options at the top of the pad you can change certain aspects.

Working from left to right the icons are:

- **font** - select a font by clicking on the drop down box
- **size** - change the size of your text by clicking on the drop down box
- **colour** - To change the colour of the text click the icon with **A** marked on it. This will open up colour swatches you can use
- **bold** - You can make the text bold by clicking the icon marked with a **B**. This will change the thickness of your text
- **italic** - You can make the text italic by clicking the icon marked with an *I*



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

- The first icon aligns text **left**
- The second icon **centre** aligns text on the Webfolio page
- The third icon aligns text **right**
- The forth icon adds **bullet points** to the text you have selected

The next two icons enable you to add an image or a multimedia element to the sidebar.

Add an image to the sidebar

- When you click on **add an image** a new pad will open. Firstly choose an image you want to use by clicking on the **small photo icon**, this will bring up a new pad that will have any images you have uploaded to PebblePad. Once this has opened, select an image and click the green tick, this will take you back to the previous pad
- If at a later stage you want to **remove** the image, click on the image when you are in the Webfolio editor. This will open up the previous options in the pad. Click on the dustbin to **remove** the image from your Webfolio.

Add multimedia element to the sidebar

- When you click on this icon a new pad will open up that has all your images and video files you have uploaded into PebblePad.
- Once you have chosen your **image** or **video**, click on the green tick to add it to the page

The next two icons will enable you to add a link or an info tip. When creating these you first need to highlight the text you wish to be changed.

Adding links/evidence in your Webfolio

- First you need to highlight the text you wish to link to and then click on the link icon, this will open up a new pad listing your PebblePad assets. At the top of the pad you will see the text you have selected. You can link the selected text to one of three things. You can firstly **link** the text to **an asset** that you have already created. To do this click on the asset and then click on the green tick to confirm your selection.

Please note: To check you have linked the correct record, click on the magnifying glass to view your page. Hovering over the hyper-linked word or phrase will show the title and description of the asset you have linked. Hovering over or clicking on the word or phrase in the Webfolio editor page will not show the linked record. You can also see all the records, images or multimedia elements linked to your entire Webfolio by showing the **tree view** when you view your Webfolio. This will also show any additional links between records you have already created.

- You can also **link** the text to a **website**. Click **web link** tab at the top of the pad and you will be given a place to type in the **web address**. You can also copy and paste a web address into the box if you first copy it from an appropriate source.
- The last option is the ability to **link** the selected text to an **email address**. Click on **email link** and there will be a place to type out an **email address**. When the viewer then clicks on the selected text it will open up the **email** provider with the desired email address all ready in place.

Info tip

An info tip allows you to add more details or make a comment as 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.

To add an info tip highlight the desired text and click on the **info tip** icon. A new pad will open with the **highlighted text** at the top. You can write your additional information or comments in the box marked info tip. Once you are happy with the content of the info tip click the **green tick** icon to save.

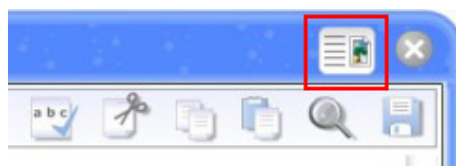
The last 6 icons are:

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

In-line images

In addition to the multimedia element you can add in a placeholder area on the side of your webfoliopage you can also add in-line images within the text of the page. This works by giving you a facility to add sections to your page. Each of these sections can contain either an image aligned left with an area for text on the right, an image aligned to the right with an area for text on the left or just text. By using a number of sections you can build up a page with images in different positions.

To start building up a page with sections in you have to click on the layout manager icon with is above the toolbar in the Webfolio editor. Clicking this divides the editing area into two areas one for text and one for an image. Any text already entered into the editor will appear in the test area.



Open your image gallery to select an image (see [uploading files](#) for details of how to add image files to your asset store)

The image area options are:

- remove the selected image from the current page
- set the size of the image



When you open your image gallery you can simply select the image you would like to include by clicking on the thumbnail and then clicking on the tick icon.

At the bottom of a section are a set of icons available to enable you to manage the how and where the section will appear on the webfoliopage.



- The first option provides an image area on the left and a text area on the right
- The second option provides a text area on the left and a image area on the right
- The third option provides a text area with no image
- The up and down arrows allow you to move the section up and down the page
- The bin icon removes the section from the page

At the very bottom of the editor window are a further set of icons which enable you to add a new section to the page.



- The first option provides an image area on the left and a text area on the right
- The second option provides a text area on the left and a image area on the right
- The third option provides a text area with no image
- The forth option saves the complete Webfolio page and closes the editor

When you add a new section it will always be added to the bottom of the page but can be moved up the order by using the arrow buttons within the section.

Remember! Save your work using the save icon on a regular basis as you create a Webfolio page so you do not lose your work.

Please note: Whilst the Webfolio page editor provides a really easy means of creating web pages. It is not a complex text editor and so does not contain the kinds of tools associated with word processors. You cannot insert tables or other components into the text.