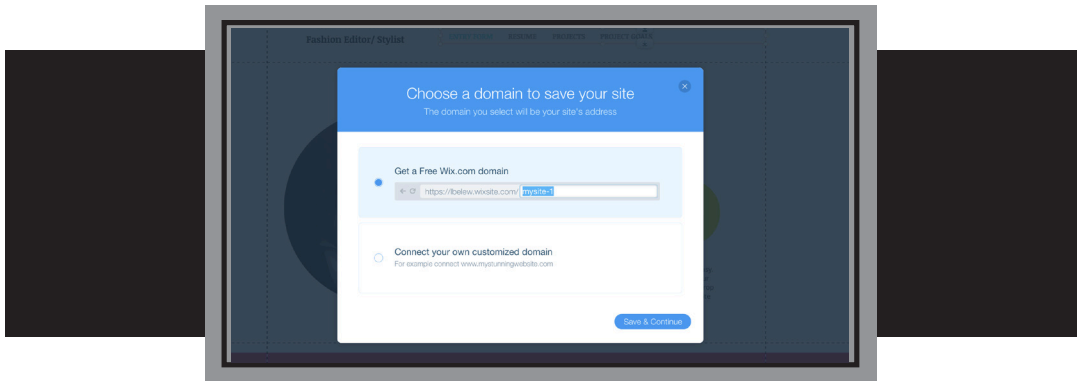


# The Tennessee 4-H Portfolio

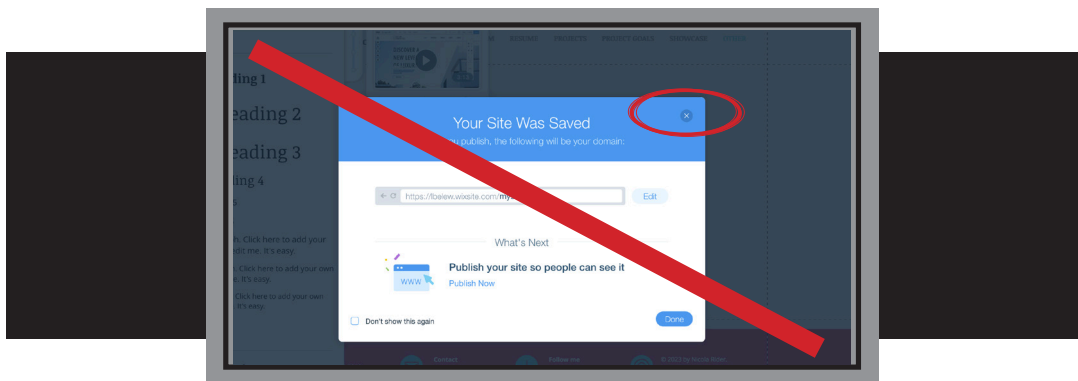
## a step-by-step guide to creating your web-based portfolio

Please make sure that your operating system (OS) is up-to-date before beginning. Do not use a tablet or phone to create your website. Chrome or Firefox are recommended browsers for this project.

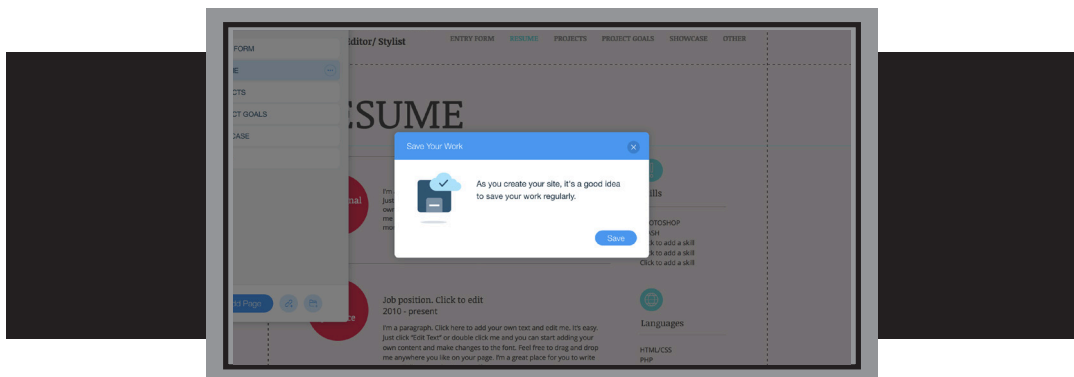
There are few things that you are going to see “pop up” throughout the development of your website. The first is the “Choose A Domain” dialogue box. This is your opportunity to give your site a unique name or you can leave the default that comes up.



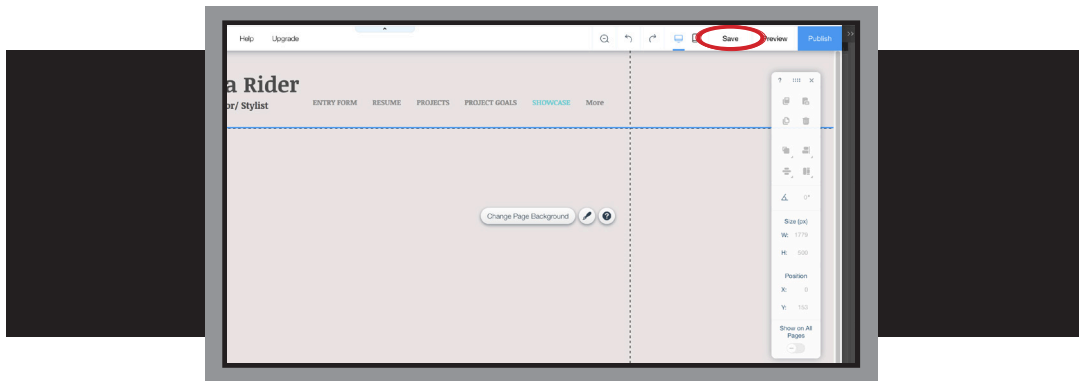
**HOWEVER**, please do not click on the “Publish” option. **DO NOT CLICK DONE ...** ever on this dialogue box. Simply “X” out of it.



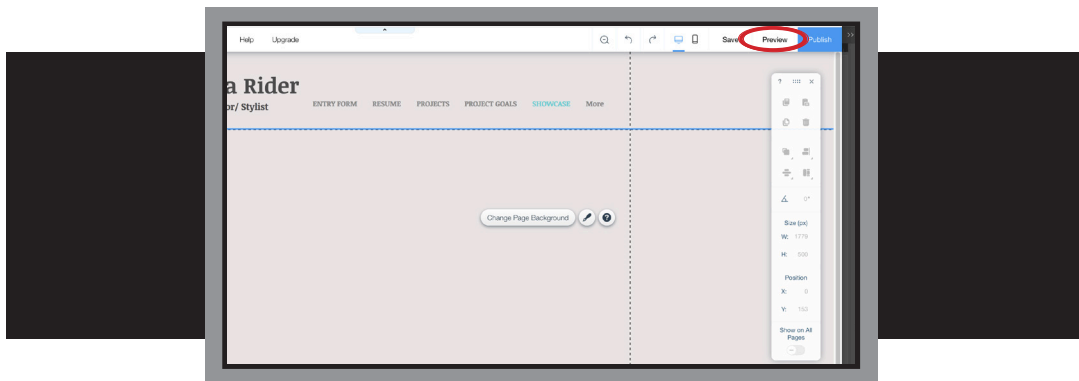
You will also be asked to “save” your work. This is generated as a reminder if you do not save periodically. It is very important to save your work as you go. Click the **Save** button here.



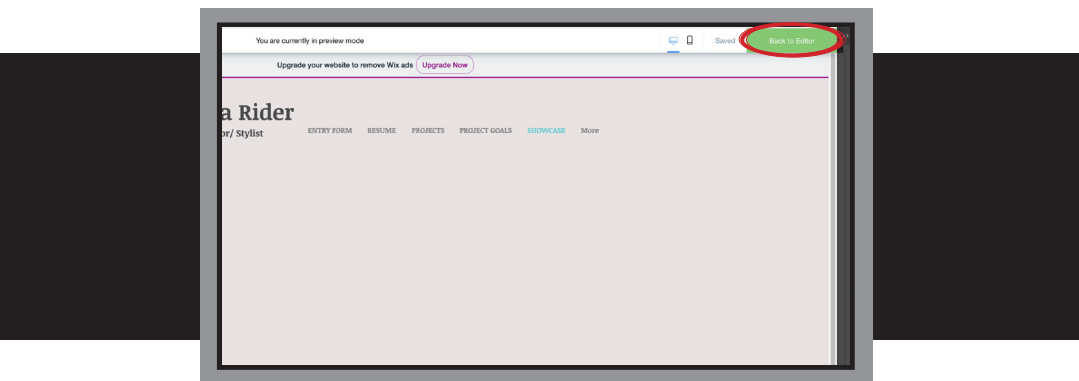
You can save your work anytime, by selecting the **Save** button at the top, right hand corner of your web page.



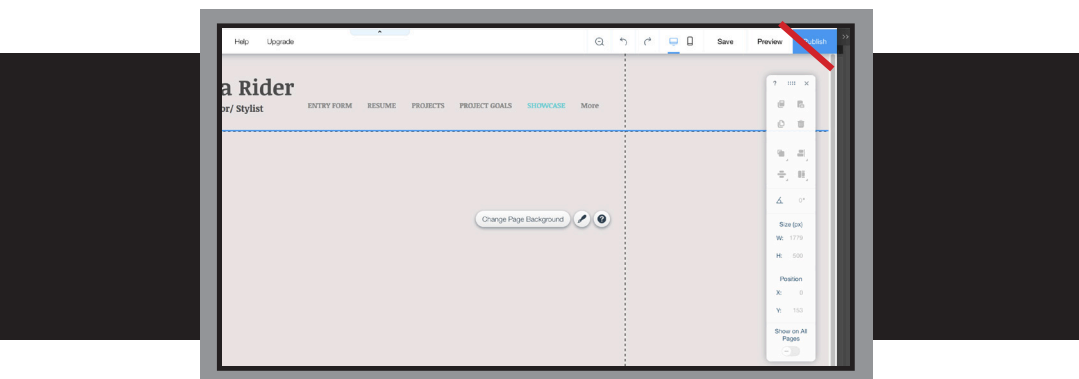
You can look at your work without all the lines by clicking on **Preview**.



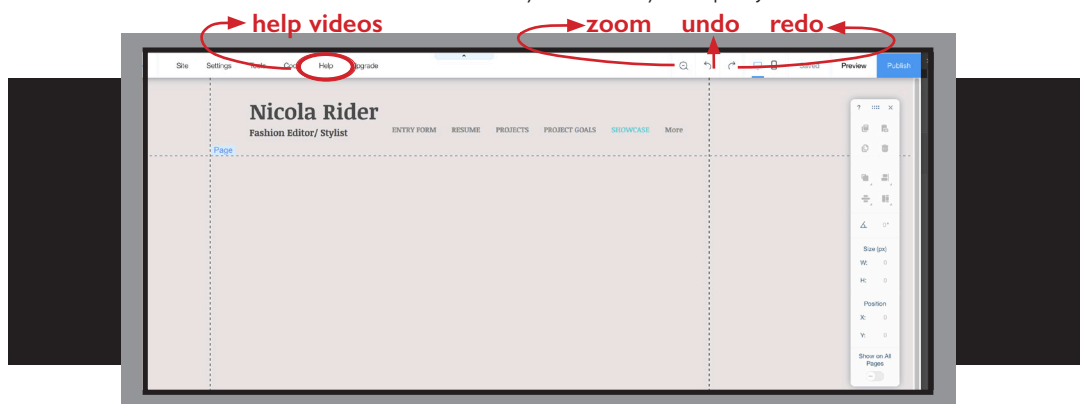
Remember, you have to select **Back to Editor** after you have previewed your work or you are not able to make any changes or additions to your new web page.



**BUT WHATEVER YOU DO ....** please do not hit the **Publish** button.



Finally, please take some time to look around before you start your project.



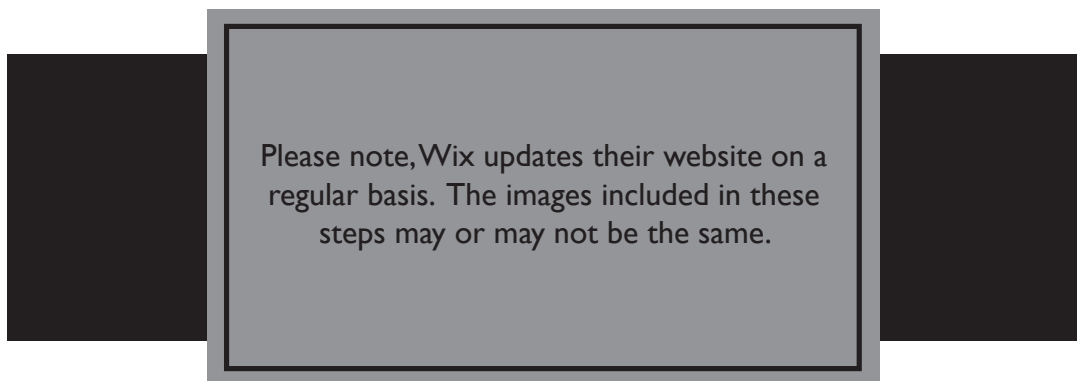
The Tennessee 4-H Project Portfolios will be created and submitted as Websites beginning in February 2019. An online Web template called “Wix” will be used. This purpose of this handbook is supply you with the step-by-step instructions for creating your web-based portfolio. Are you ready?! Let’s begin!



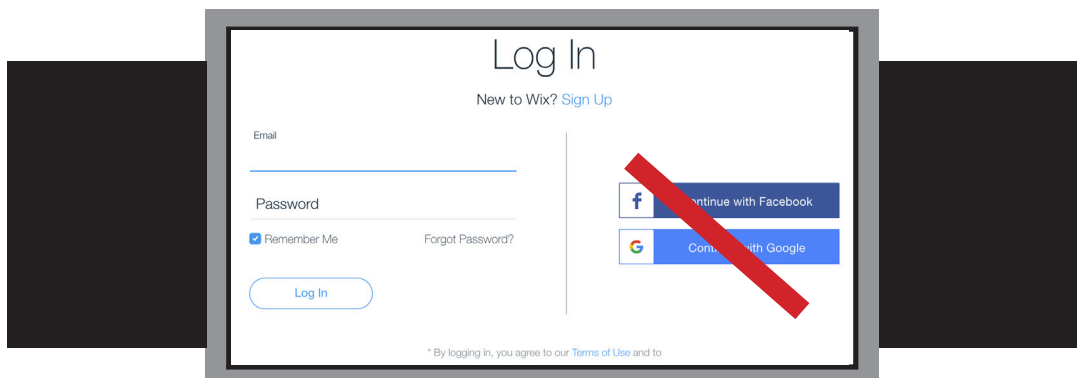
## 1. Creating an Account:

First, each user must create an online account with the site before he/she can create their 4-H project portfolio webpage.

- (a) Using the web browser of your choice (see *recommendatons above*), navigate to the Wix website at **<http://www.wix.com>**
- (b) Click the **Get Started** link on the page



- (c) At the log In screen, selection **Sign Up** link to begin creating a new account for first time users.

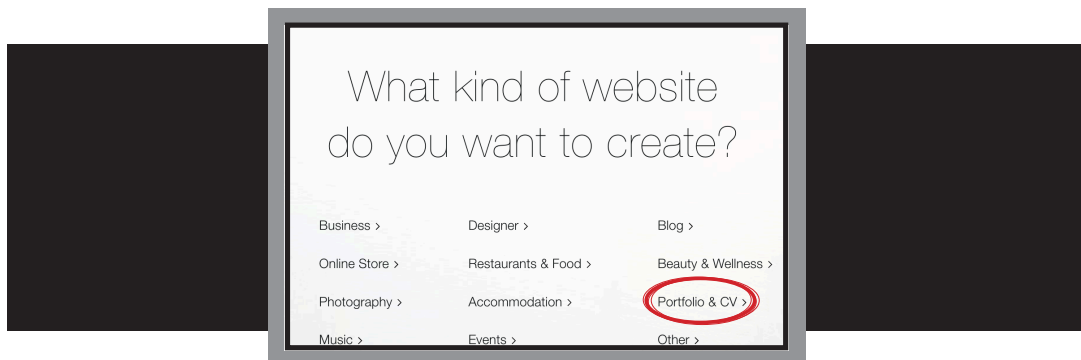


- (d) Enter the email address for the account
- (e) Create a password. It is NOT recommended to use login information from Facebook or Google. This can potentially cause security risks to your accounts.
- (f) Re-enter your password as instructed
- (f) With all the information entered, click **Sign Up** to continue.

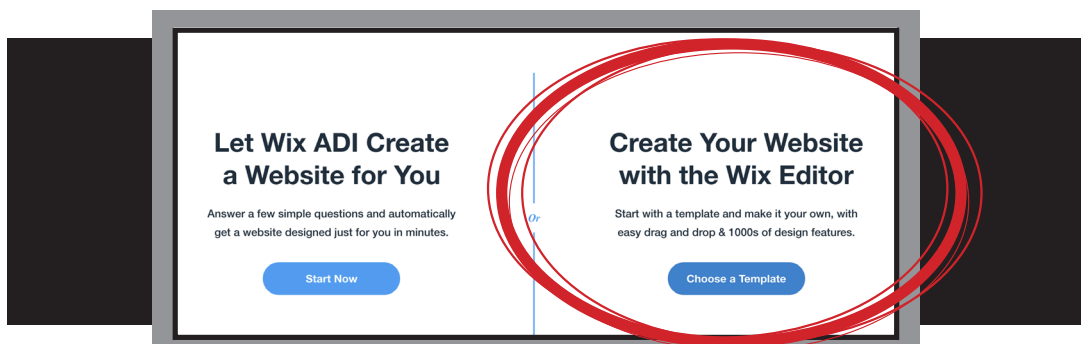
## 2. Selecting Your Website Template:

Now that your account is set up, the next step is to select your website template. All Tennessee 4-H'ers will use the same template for their portfolios. You will have an opportunity later on to personalize it with your selection of colors, fonts and images. But for now ...

- (a) At the Welcome Screen, click **Create Your Website** to begin
- (b) In the section for the kind of website to create, select **Portfolio and CV**

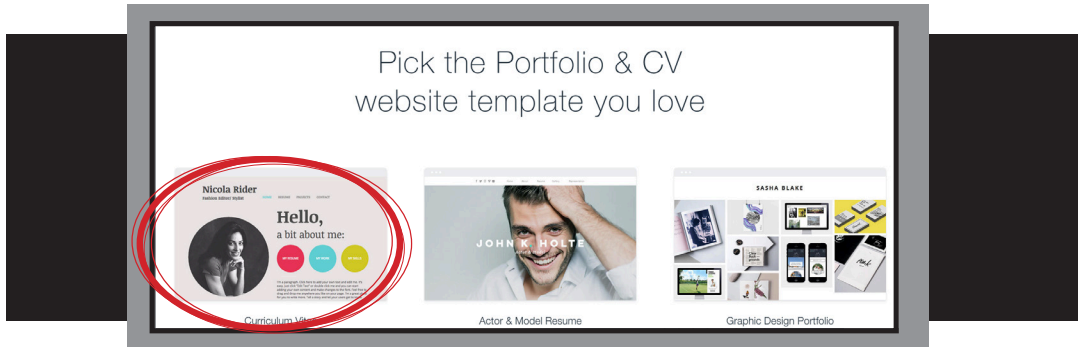


- (c) Select the **Choose a Template** option from the **Create Your Website** page with the Wix Editor.



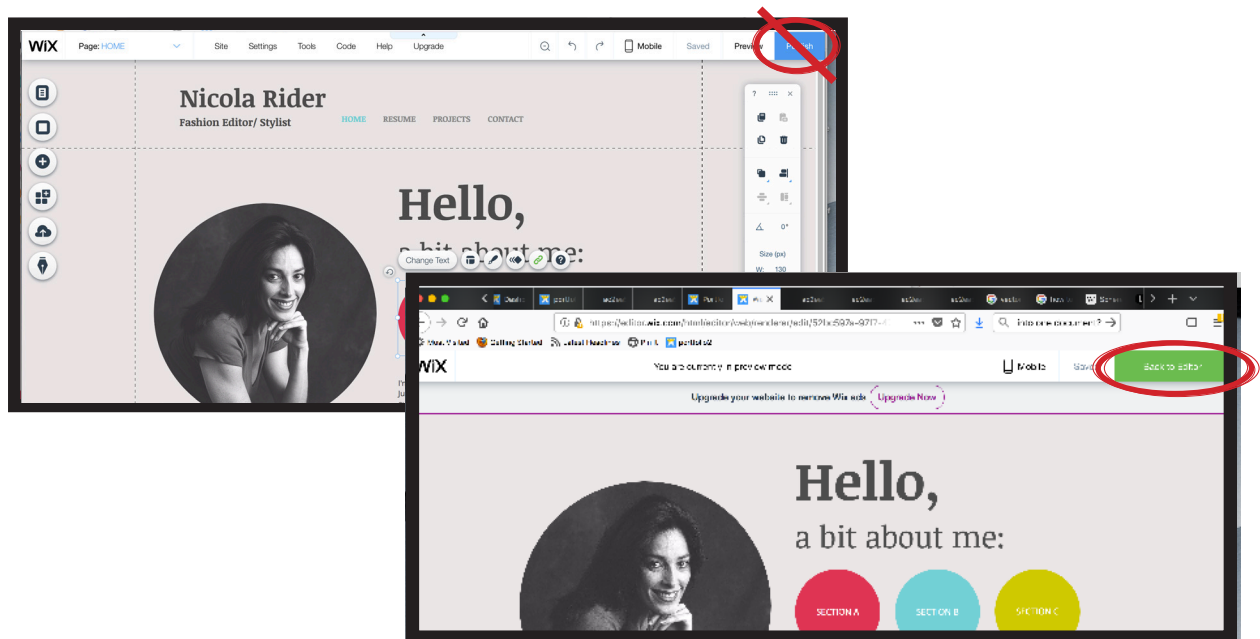


- (d) Select **Curriculum Vitae** from the *Pick the Portfolio & CV Website Template You Love* page. All 4-H'ers must use the template circled in red.



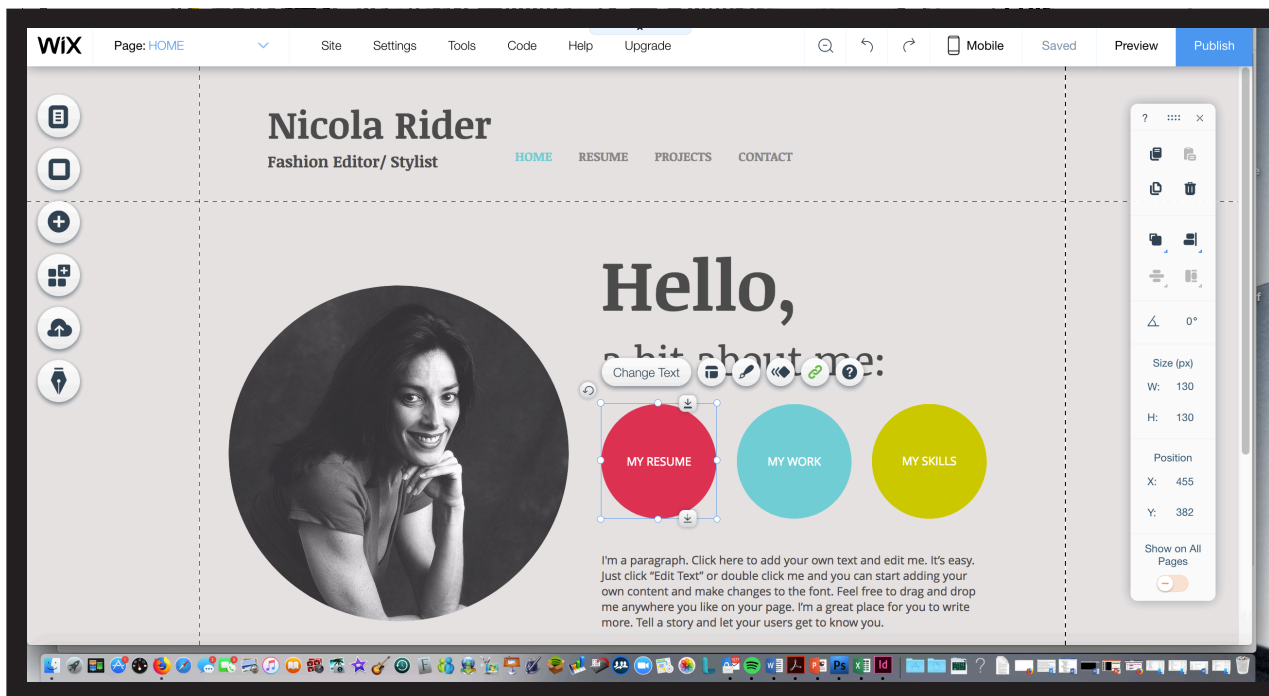
### 3. Building and Editing Your Website

You are now ready to begin designing your website, uploading images, etc... to your new website. Before you go to the next step, there is one very, very important thing that you need to remember: **DO NOT HIT THE PUBLISH BUTTON!** You do not want your website to go "live." However, if you want to review your edits, additions and/or changes, you may do so at anytime by clicking on the "preview" button. When you are ready to begin editing again, a green button -- Back to Editor will appear.



To begin the design and uploading process, you will be working with the tool bar on the lefthand side of the web page. You will not use all of the buttons. The "start blogging" button, for instance, will not be used for the creation of this website. A series of short videos has been created to explain all the things that each button does.

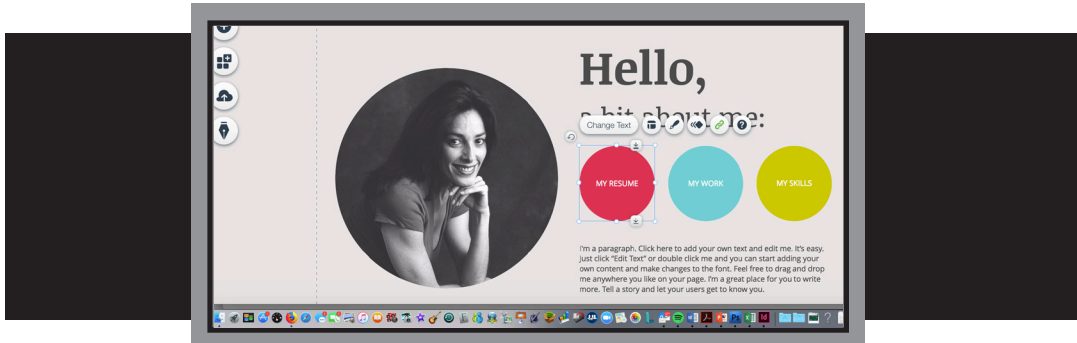
Please note: It is possible that your tool bar on the lefthand side of your web page is on the other side or may even look like the ones in the picture below. Regardless, they work the same way.



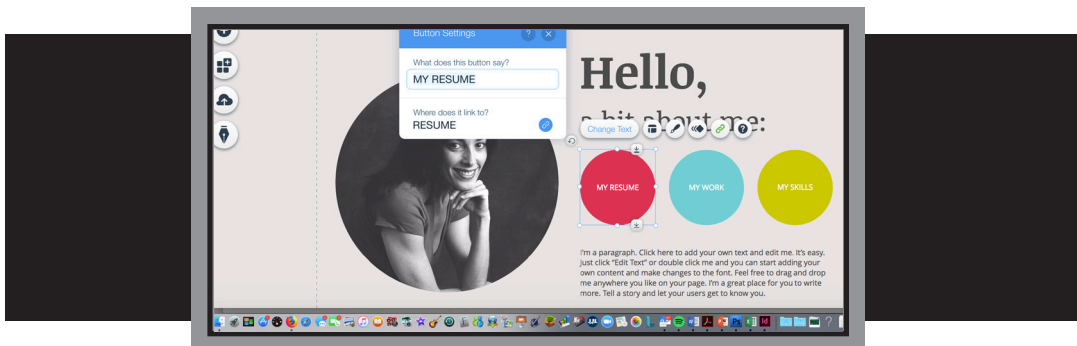
Let's begin by getting our website set up with all of the sections that you will need to have a complete 4-H portfolio.

## 4. Navigation Buttons and Tabs

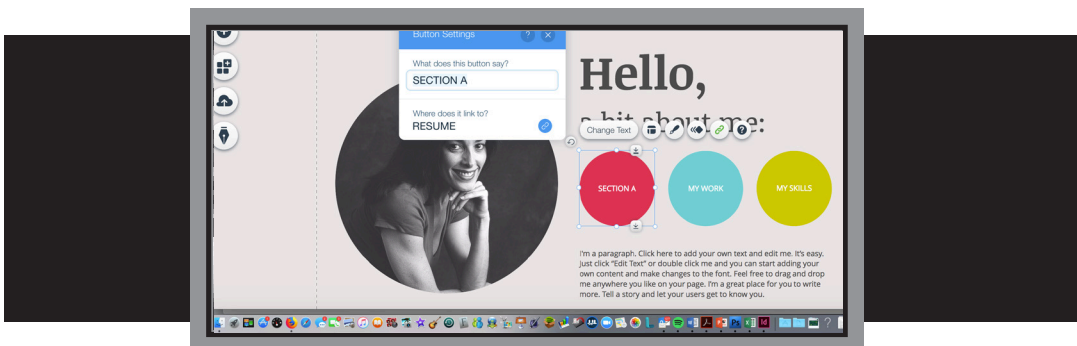
Let's begin with the colored buttons in the middle of the web page. These will be changed from *My Resume* to **Section A**; *My Work* to **Section B**; and *My Skills* to **Section C**. By simply clicking on the first colored button, the *change text* button appears.



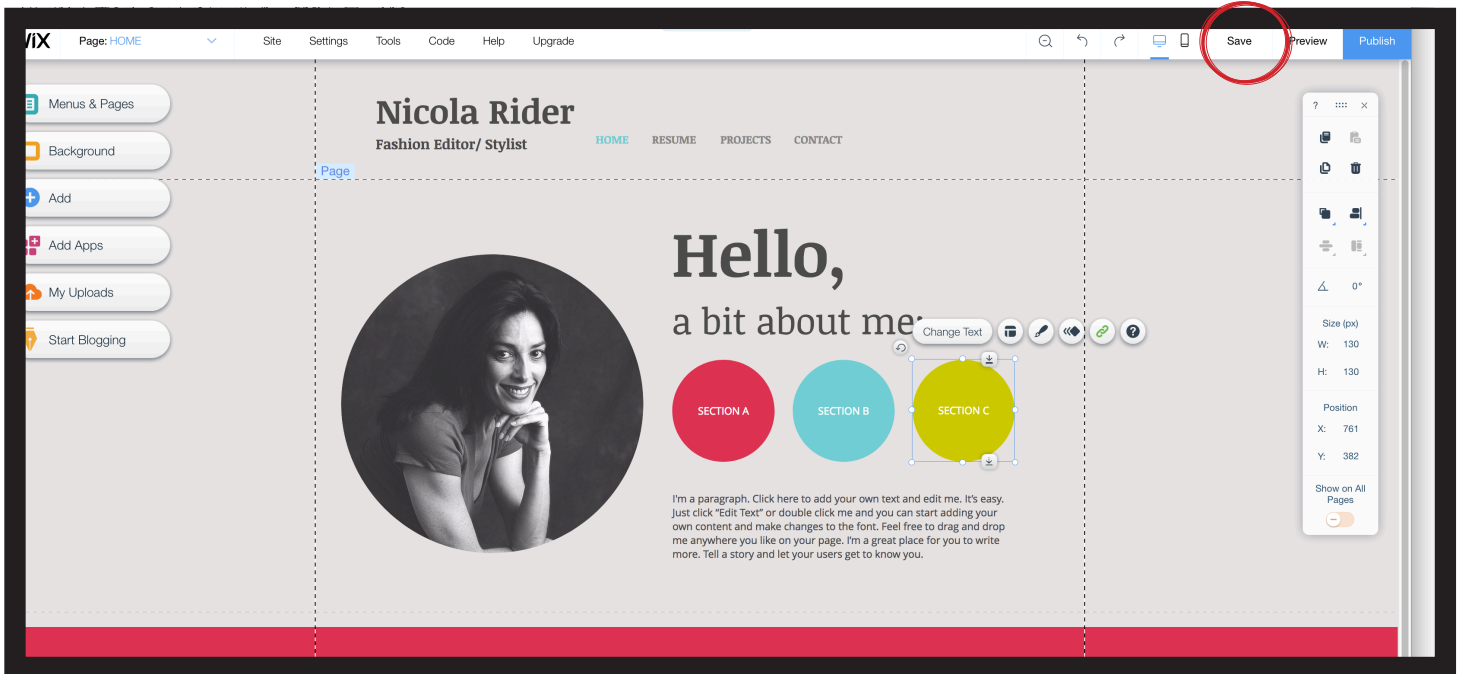
Click on the *change text* button. When you click on the *change text* button, the *button settings* dialogue box appears. Place your cursor in the *What does this button say?* text area. Erase the text that says **My Resume**.



Type **Section A** in the text box. Repeat this process for the other two colored boxes with the second box being Section B and the third, Section C.



When you have finished all of the colored buttons, your website should look like this. Don't forget to periodically save your work! The save button is circled in red.

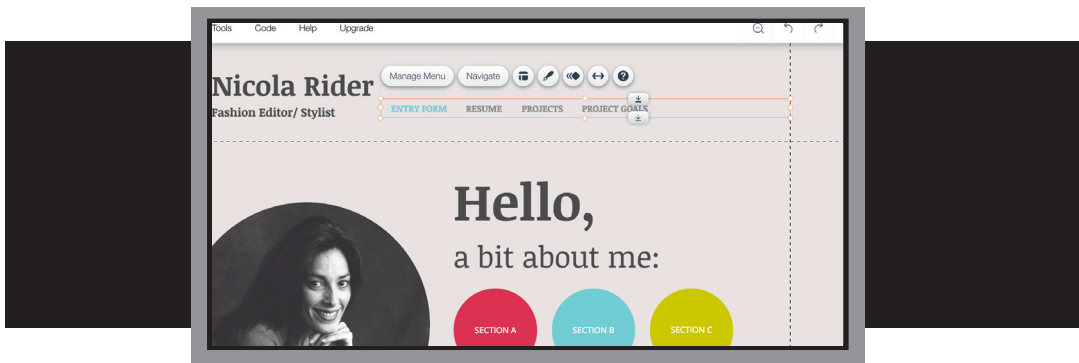


Let's finish setting up the other navigation buttons. These are located in the horizontal menu at the top of the web page. We are going to do the following in this section in the following order:

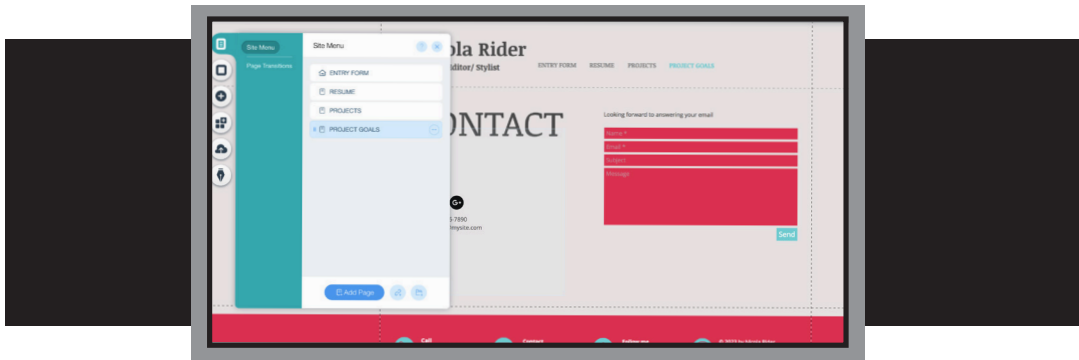
1. Change *home* to **entry form**
2. Change *resume* to **narrative**
3. Change *projects* to **photos**
4. Change *contact* to **project goals**
5. Add a button for **showcase**
6. Add a button for **other --** which is where your other project records/supplemental pages will be located

Are you ready?! Here we go!

- Changing Names:
  - Use the same steps you used to change the colored buttons to change the following:
    1. Change *home* to **entry form**
    2. Change *resume* to **narrative**
    4. Change *projects* to **photos**
    5. Change *contact* to **project goals**
- Adding New Buttons/Tabs
  - Click on the horizontal menu bar. *The Manage Menue and Navigate Buttons* dialogue box will appear.

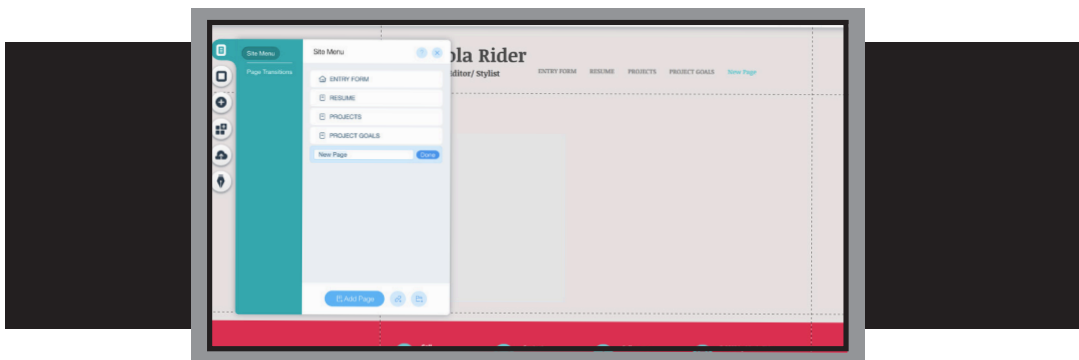


(2) Click on **Manage Menu** -- a dialog box will appear

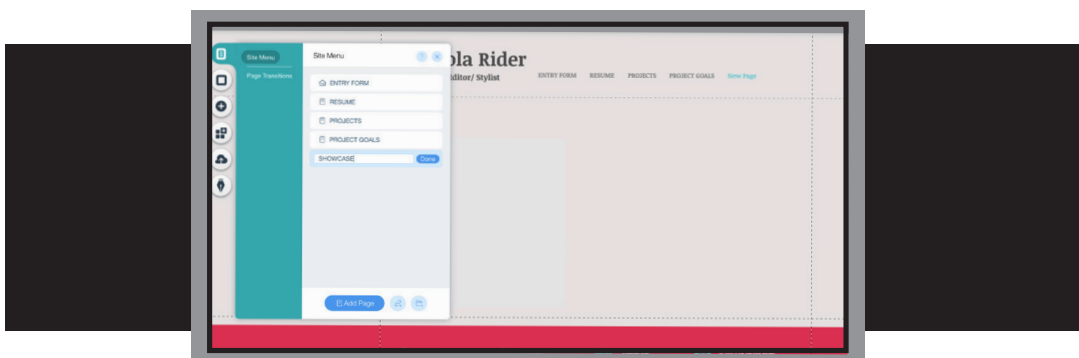


(3) Select the **PROJECT GOALS** button

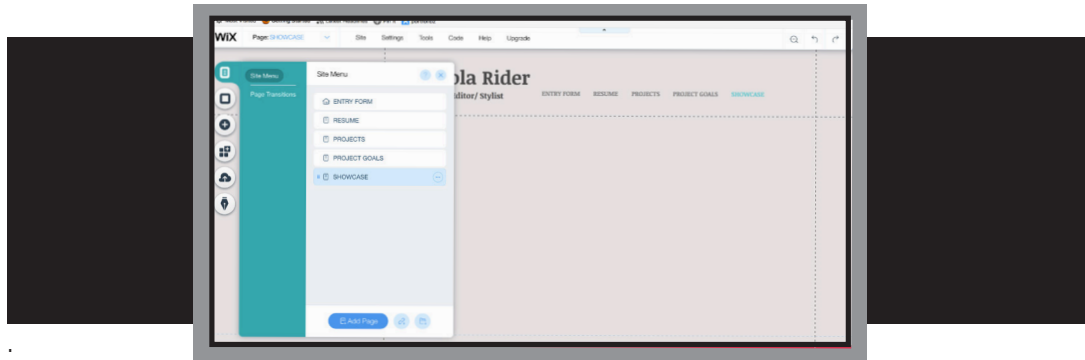
(4) Click on **Add Page** button -- a new button will appear under the **PROJECT GOALS** button and will be entitled **New Page**.



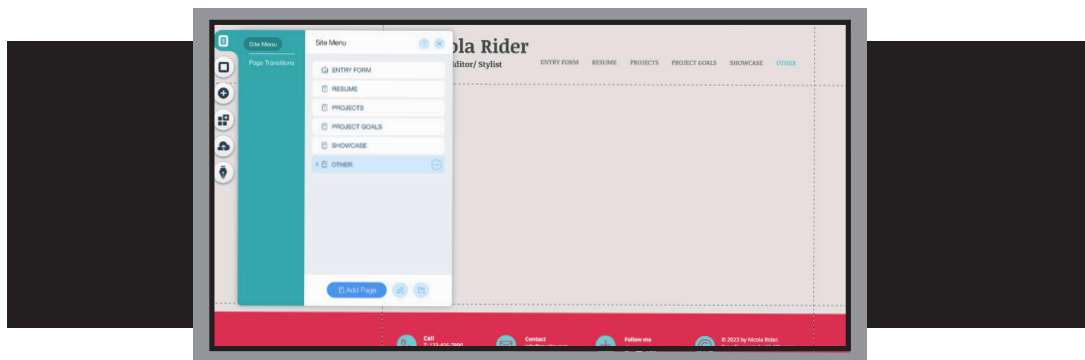
(5) Double click on the **New Page** button -- a text box will appear that will allow you to erase **new page** and type in **SHOWCASE (Sr. High Only)**



- Your horizontal menu bar should now look like this



- Repeat these steps to add a tab for **other**. Every time you want to add a tab at the top, be sure that you first select the button that you want it to follow.
- The horizontal menu bar and front page of your website now looks like this:



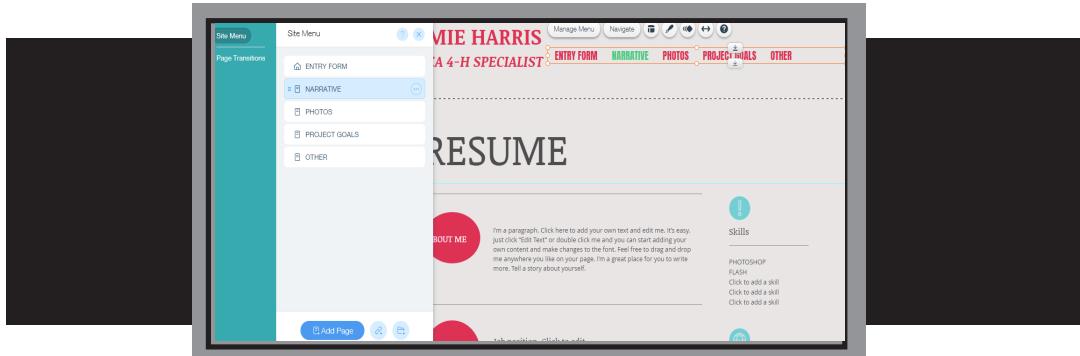
## 5. The Narrative

The next step in building your website is to write your narrative (4-H Story).

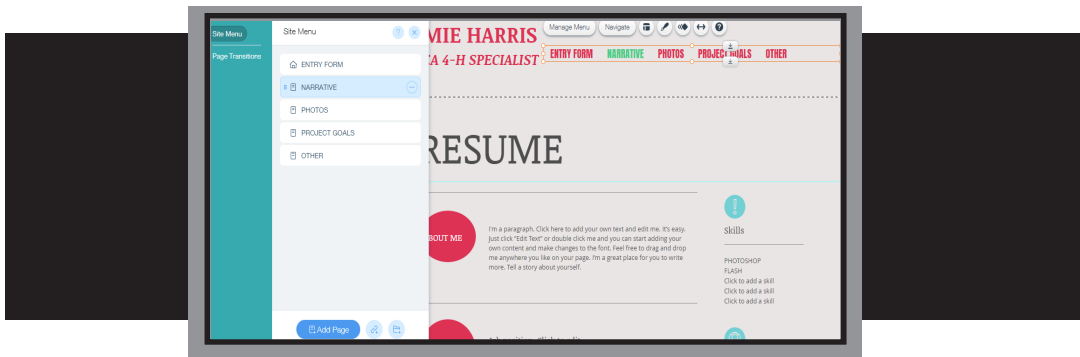
- Click on the horizontal menu bar -- the Manage Menu and Navigate buttons will appear in a dialogue box



- Click on Manage Menu



- Select Narrative



- Click off the dialogue box
- Click on the word Resume/Edit Text/Change to Narrative



## What Goes in the Narrative?

The narrative should focus on the project in which the portfolio is being submitted. The 4-H narrative should convey to readers what has been done and learned by participating in 4-H. The narrative should be written in three parts. The words in the red circles in the template should be changed to the following:

- About Me
  - Main Project
  - Citizenship and Leadership
1. The section entitled About Me should include information about yourself. Include: age, family information, place of residence, school, hobbies, etc.
  2. The Main Project section should highlight the project you are submitting your portfolio in. Be descriptive. Include project involvement, growth, financial gains or losses, if appropriate, and what you have learned by being in the project. This should be your largest section and should give the reader an overview of your main project work.
  3. The final section called Citizenship and Leadership should include how 4-H has helped you become a better leader and citizen. Describe any leadership roles you have held, committees served and what you have learned by being a leader. Leadership outside of 4-H may also be incorporated. Include groups you have served, the service projects you have been involved with and the impact it has made on others.

## Changing the Text in the Buttons

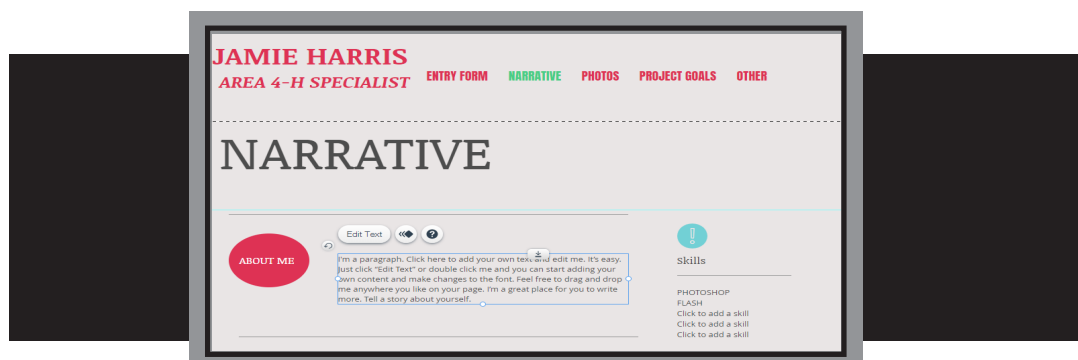
- Simply click on the text in the button and a text box will appear.



- Erase the existing text and add your own. Be sure to save as you go!

## Entering Text

- Click on the existing text. Edit text. Erase the text. Enter your own information. The skills and language sections on the right side should be deleted.





## 6.

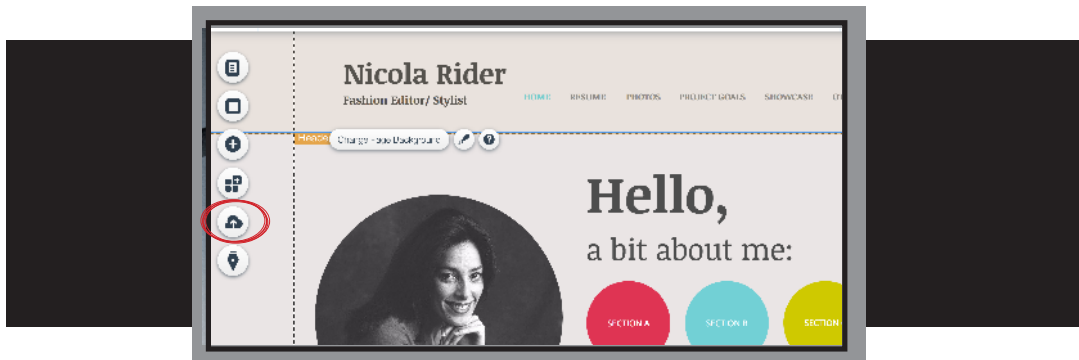
## Uploading Documents

• Next, we will begin uploading of our forms to the website. It is important that you remember to have all of your documents on your desktop. You can upload the following types of files formats:

- PDF
- PSX
- EPUB
- ODT
- DOC
- XLS
- PPT
- ODP
- DOCX
- XLSX
- PPTX

The maximum file size is 25 MB per document. Please be sure that all of your documents are grouped. For example, all of your Section A's (multiple years) are in one form. You can scan these all together or avoid scanning and combine multiple PDFs into one document.

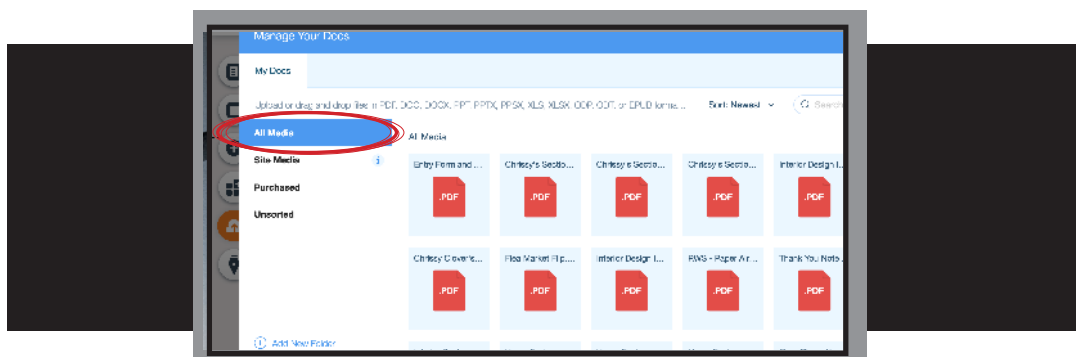
• To begin, select the **Upload** button from the menu.



• Click on **Docs**.



• Once you have accessed the **Docs** dialogue box, simply drag and drop your files from your desktop into the **All Media** file.



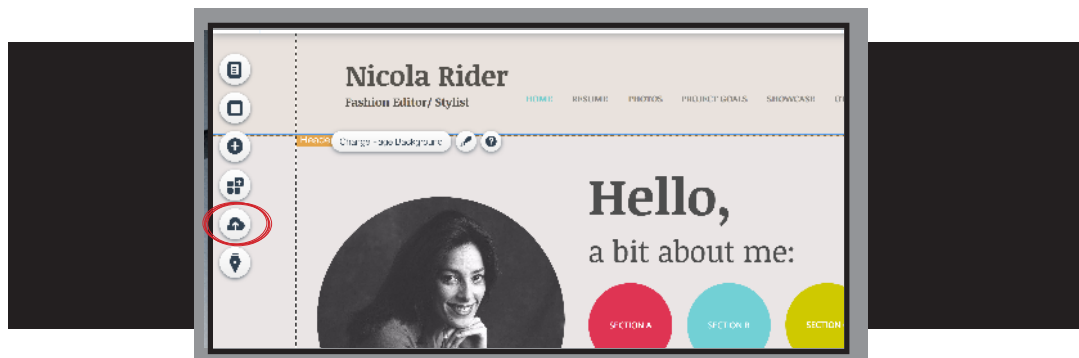
## 7. Uploading Photos

• Next, we will begin uploading of our forms and pictures to the website. Let's begin by uploading our documents. It is important that you remember to have all of your documents on your desktop. You can upload the following types of files formats:

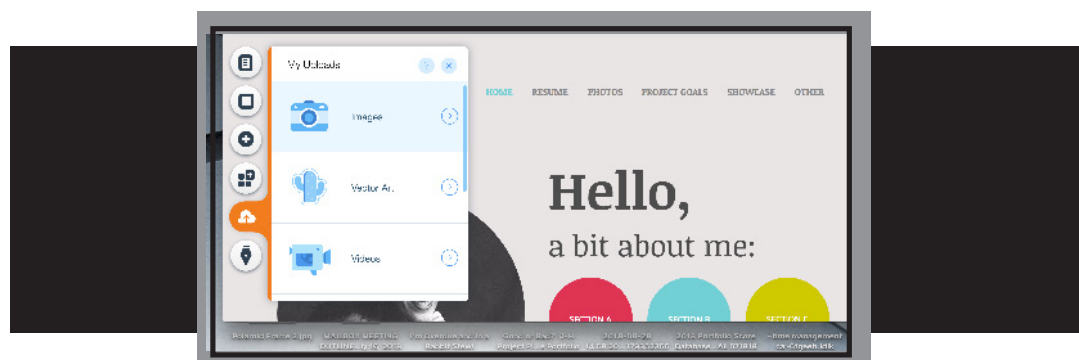
- JPEG
- PNG
- GIF

The maximum file size is 25 MB per image.

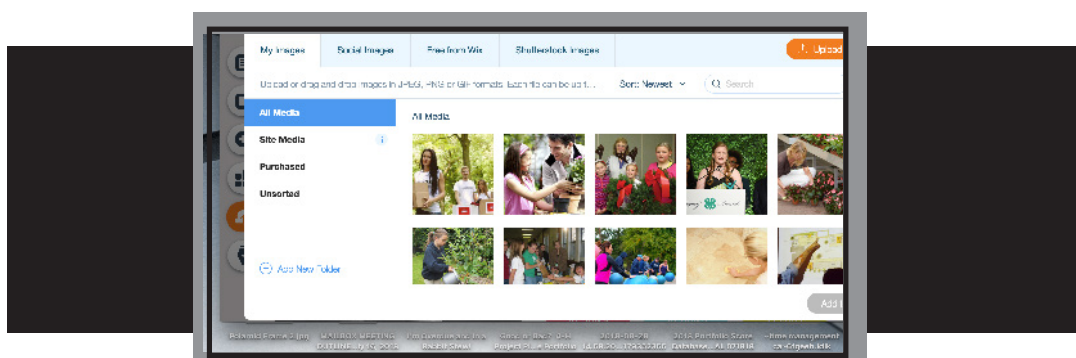
- To begin, select the **Upload** button from the menu.



- Click on **Images**.

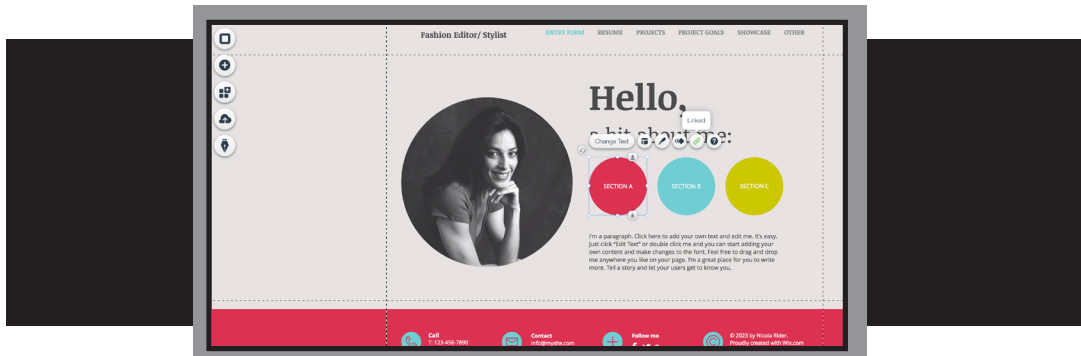


- Once you have accessed the **Images** dialogue box, simply drag and drop your files from your desktop into the **All Media** file.



## 8. Linking Documents

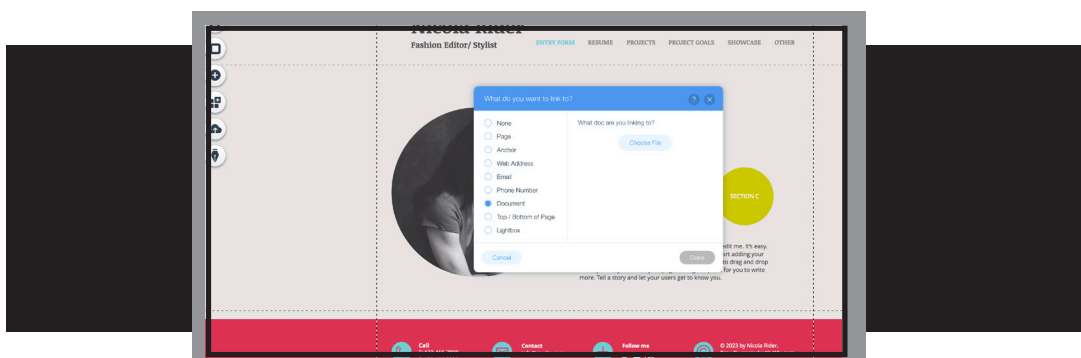
- Our next step in creating our website is to link the appropriate documents to the appropriate buttons and tabs. Let's begin once again with the colored buttons in the middle of the page.



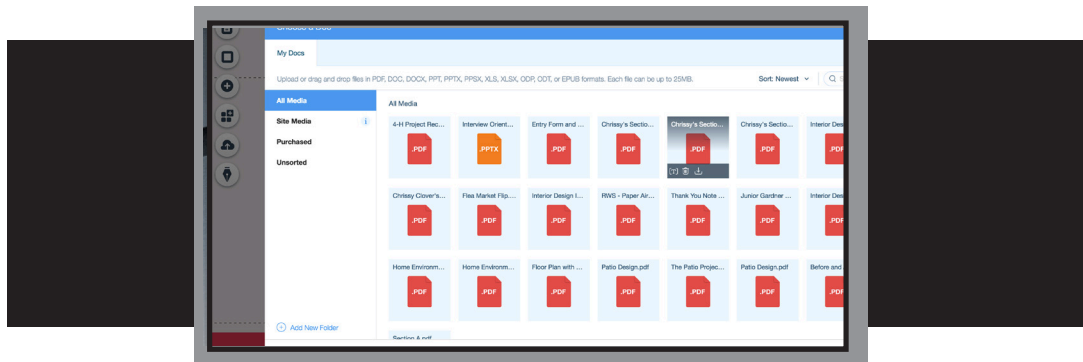
- Click on the "Section A" button and then "Change Link"



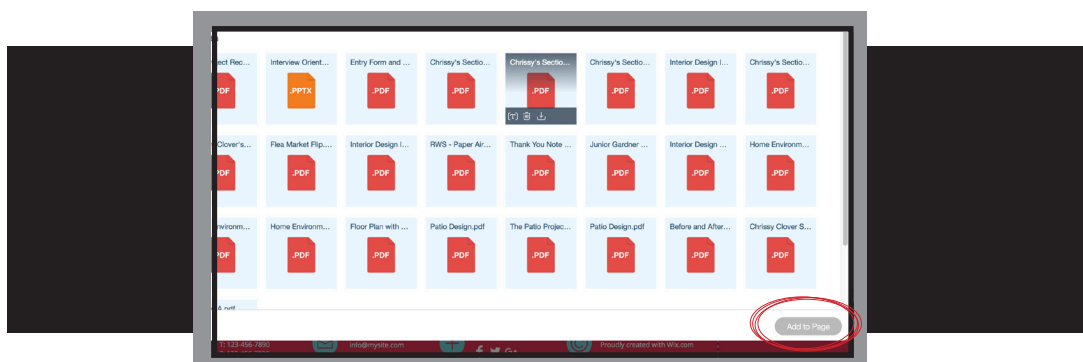
- For the purposes of the Section A form, you will want to link to a document. Select "Document" and then "Choose File."



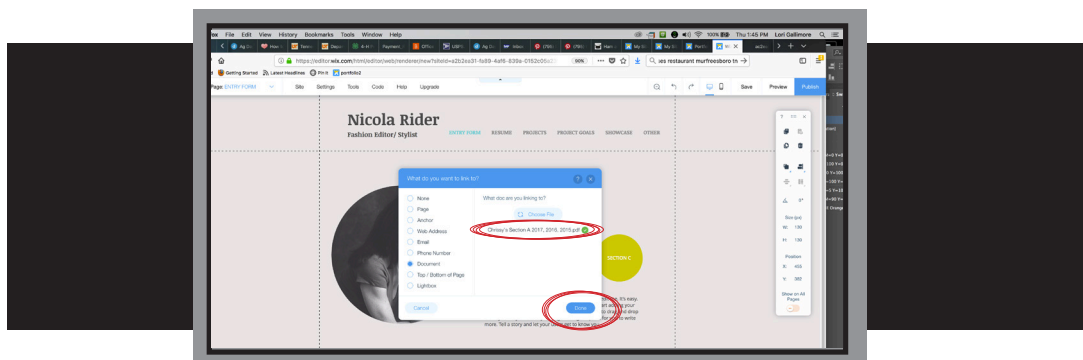
- Next, select the document that you wish to link. In this instance, Chrissy Clover's Section A Forms was selected.



- Once you have clicked on your preferred document, click Add to Page.



- Verify that you have selected the correct document and then click Done.



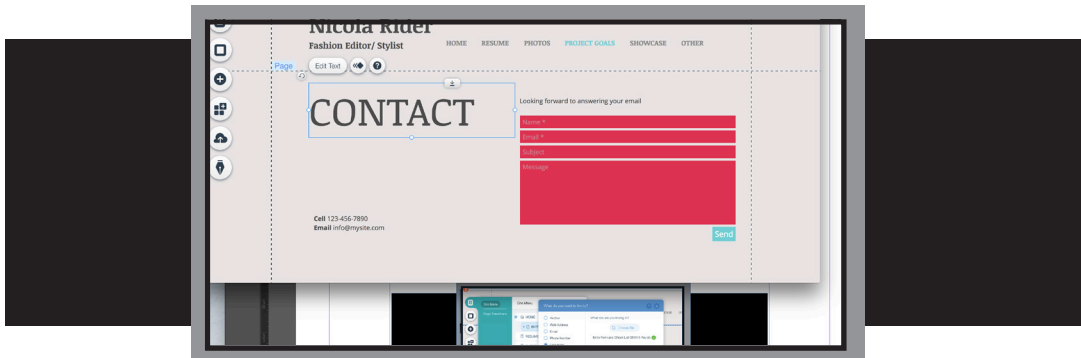
- Repeat these steps for Section B button and Section C button. Be sure that you upload the correct documents to each one! Don't forget ... if you haven't clicked "save" in a while, be sure to do so now!

- Next, link your “Entry Form and Check List” to the Entry Form Tab. You will follow the same steps to do this as you did for the Section A, B and C forms.

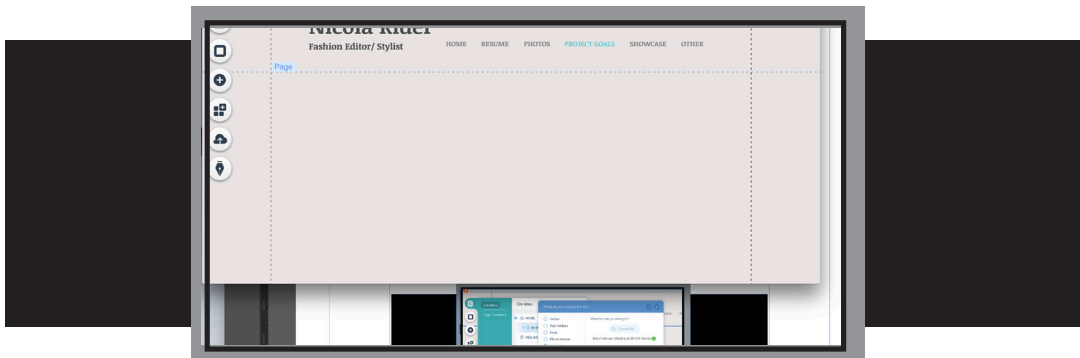
## 10. Project Goals

- Our next step in creating our website is to work on the Project Goals section of our web-based portfolio. Do you remember how to get to this page? If not, remember to do the following:
  - Click on the horizontal menu bar
  - Select Manage Menu
  - Click on Project Goals

After these three steps, the following page should appear:



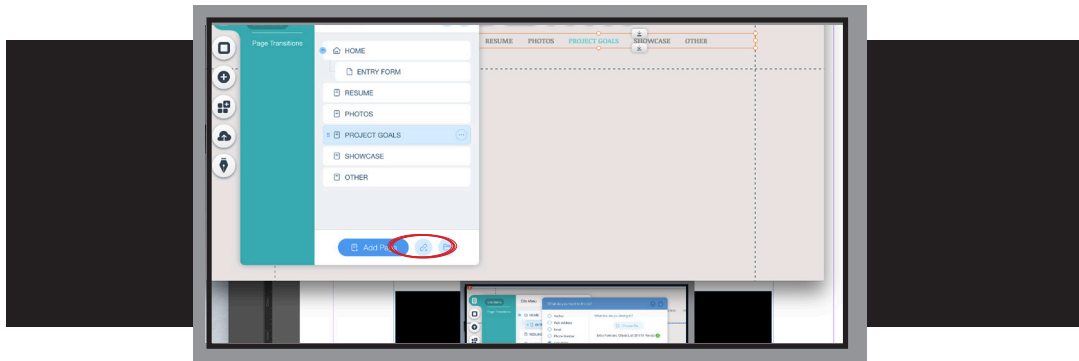
- We will need to clear this page before we can add any else to it. To do this, simply click on the items and hit **Delete**.



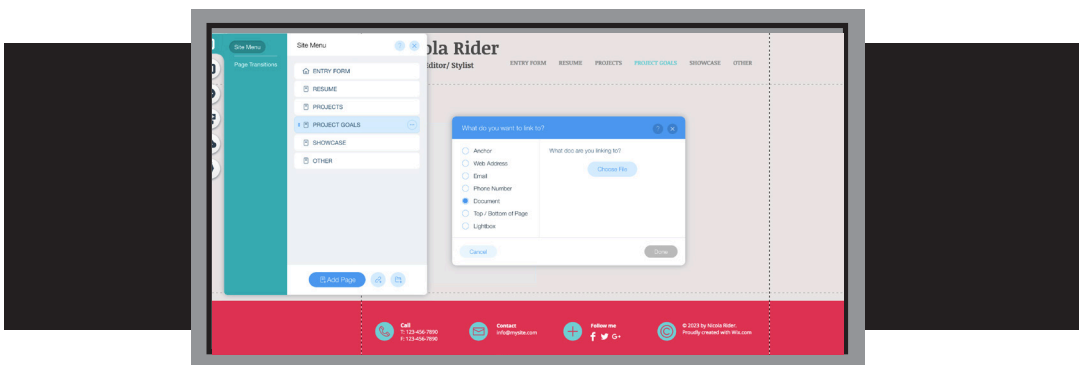
- In order to make the *Thinking Ahead and Looking Back (TALB) Project Goal Forms* more manageable, let's upload these by project area. First, be sure that all of the TALB forms are scanned in chronological order (newest year first) by project area. There will be three sets, therefore, of scanned docs -- one for main project records, citizenship and leadership. Next, click on the **horizontal Menu Bar** and select **Manage Menu**.



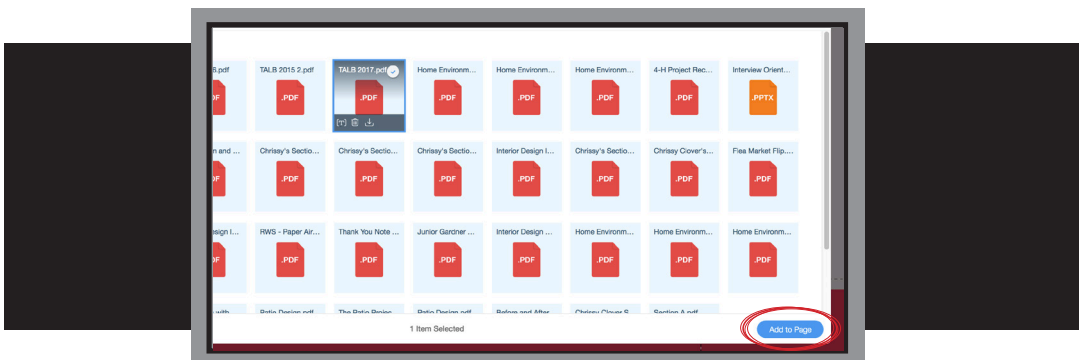
- When the dialogue box appears, select **Project Goals**. Then, click on the *link* button at the bottom of the dialogue box.



- When the *What Do You Want to Link To?* dialogue box appears, click on **Documents**. Then, select **Choose File**.

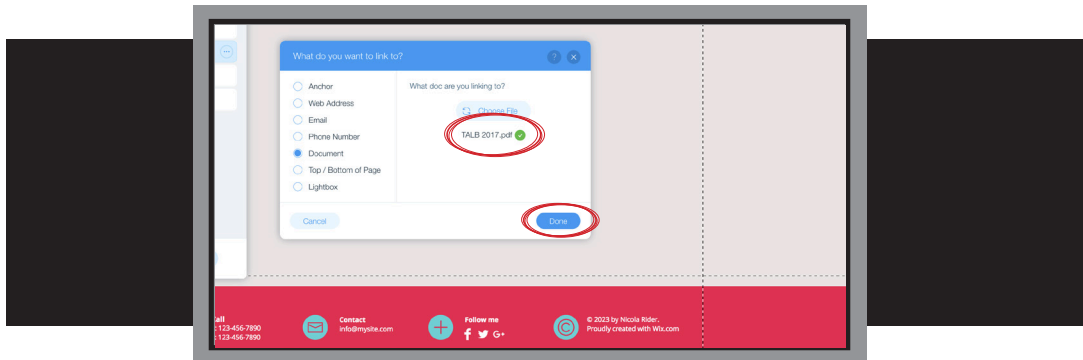


- When the *My Docs* page appears, click on the document that you wish to link.

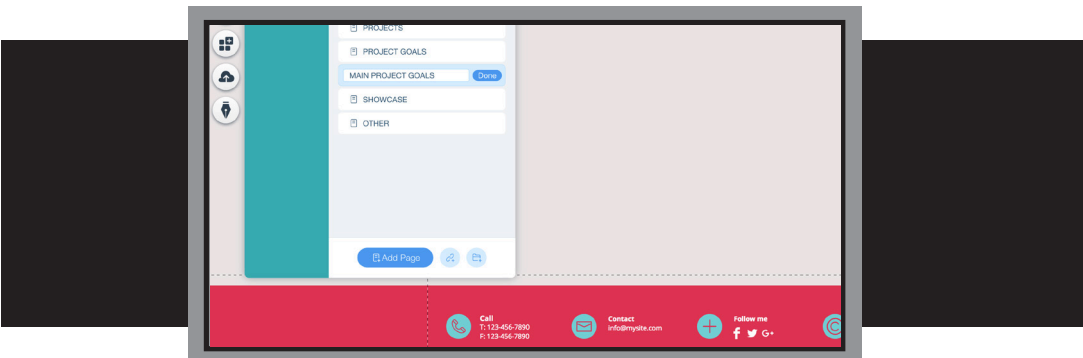
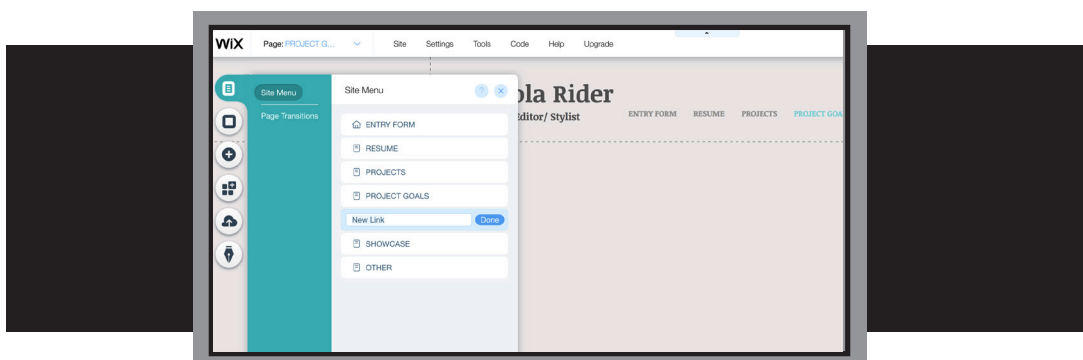


- Then click **Add to Page**.

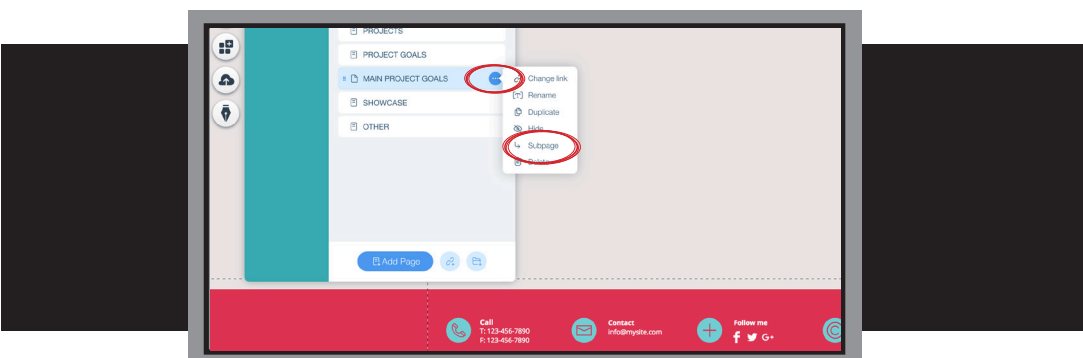
- Double check to make sure that you have the correct file uploaded. When that has been confirmed, click on **Done**.



- Next, you will need to rename the new link -- **Main Project Goals**.

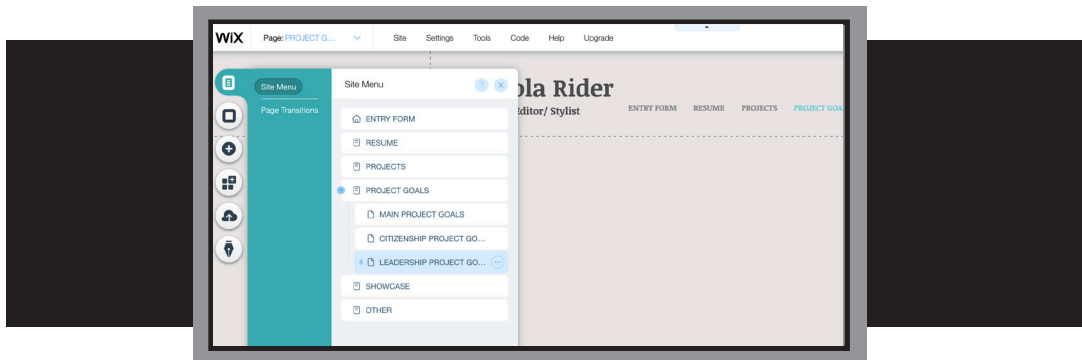


- Next, select the  icon and click on subpage. Doing this moves those main project records under the header of Project Goals.

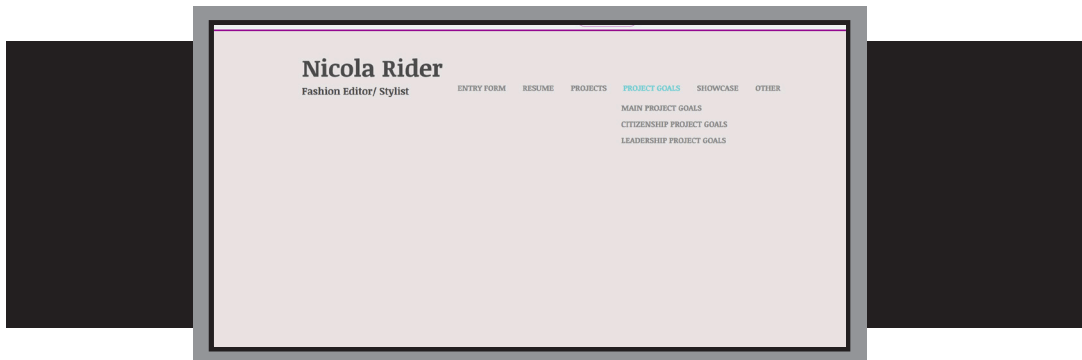




- Repeat the steps in this section to add your **Citizenship Goals** and **Leadership Goals**. Once you have completed those two items, the edit-side of your website should look like this:



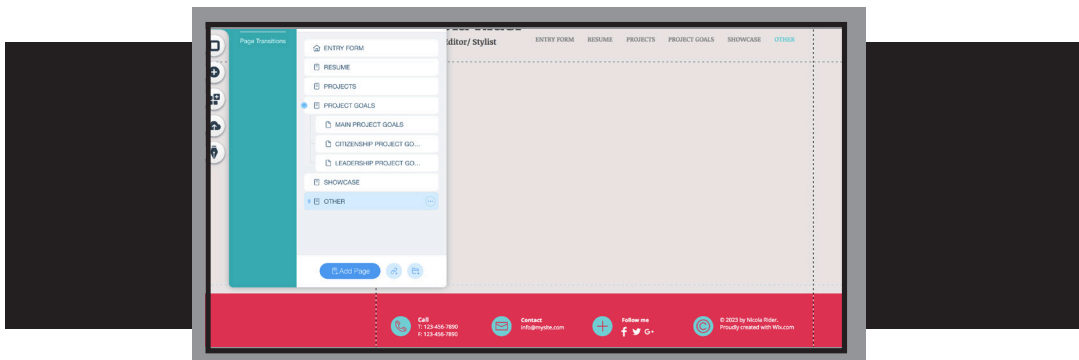
- If you preview your website, the changes that you just made will appear in your horizontal bar menu like this:





- Our next step in creating our website is to work on the Other (Other Project Records) section of our web-based portfolio. Do you remember how to start? If not, remember to do the following:
  - Click on the horizontal menu bar
  - Select Manage Menu
  - Click on Other

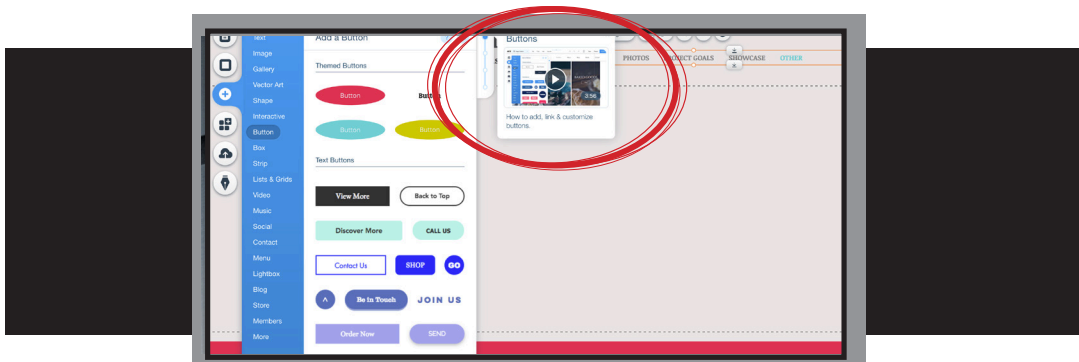
After these three steps, the following page should appear:



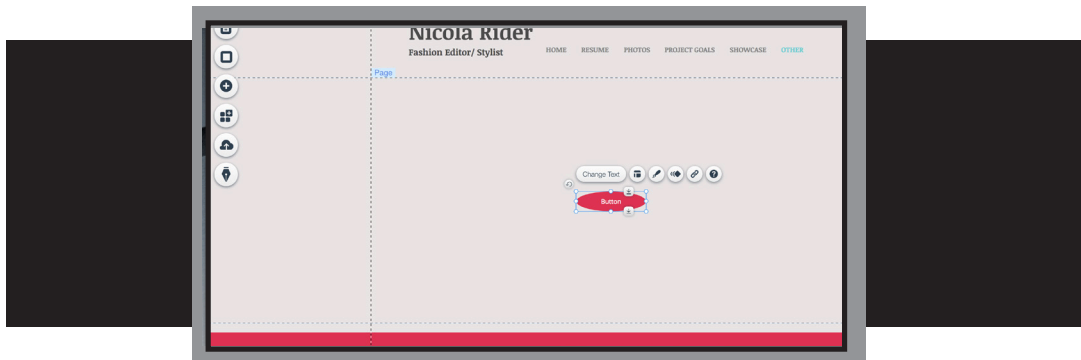
- Click on the **Add** button on the left-hand side of your page and select **Button**.



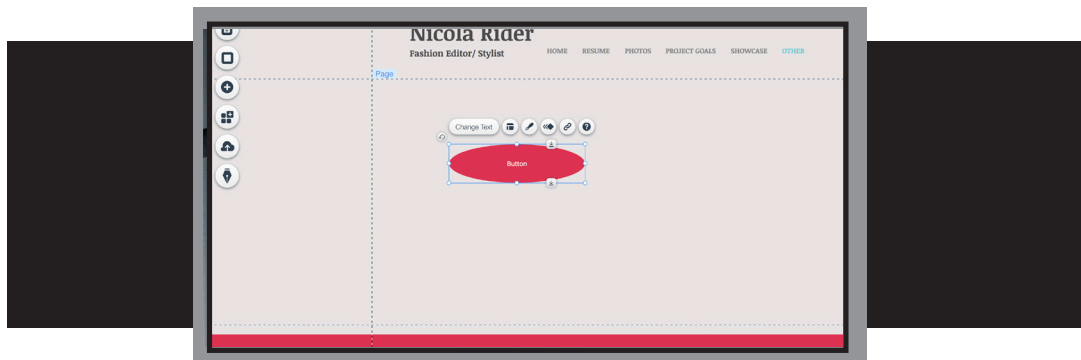
- Select whatever button style you want. Please note, there is a video (circled in red) that will give you more insight on adding, linking and customizing your buttons.



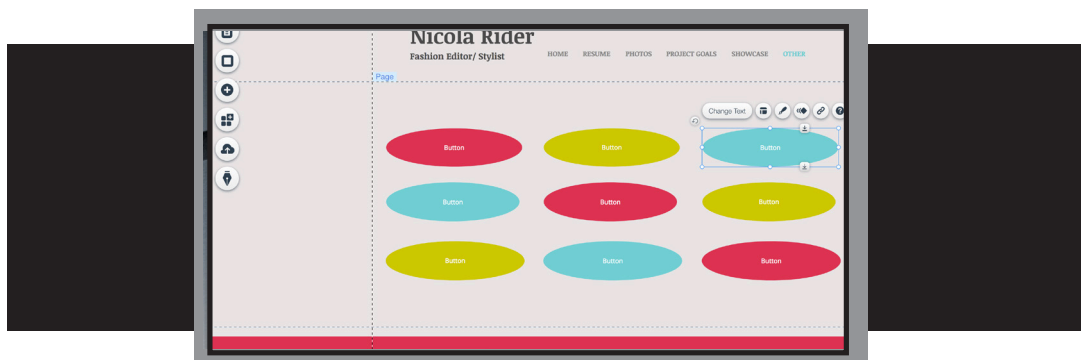
- You will need a button for each document that you are including in the Other section of your portfolio. Remember, this is where you include those other project records or supplemental materials. This material can be anything that further supports your 4-H project work.



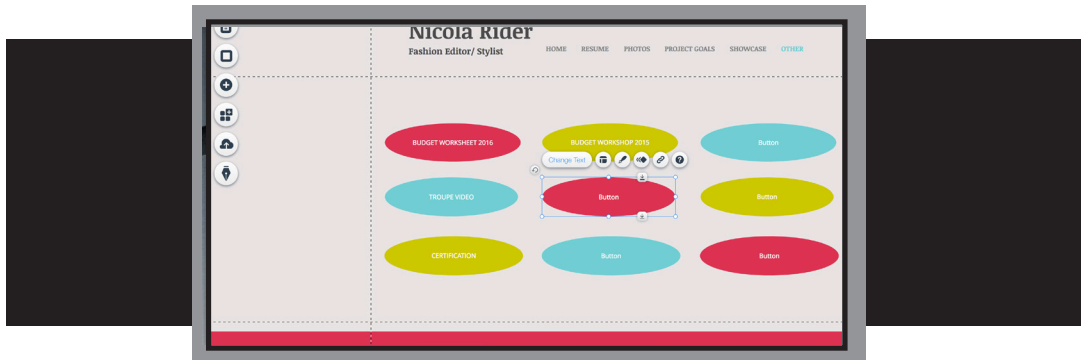
- You can **change the size of the buttons**, if you so choose, by grabbing a corner and pulling outwards.



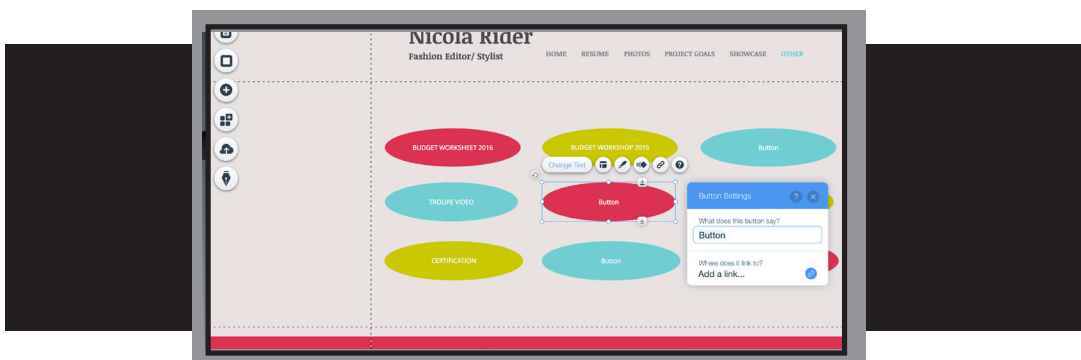
- You can repeat these steps to make as many buttons as you need for your supplemental material OR you can just simply **copy and paste** to recreate the button(s) you want/need to use. Remember, per the 4-H Portfolio Guidelines, the maximum number of "other" documentation (docs, videos, photos, etc...)



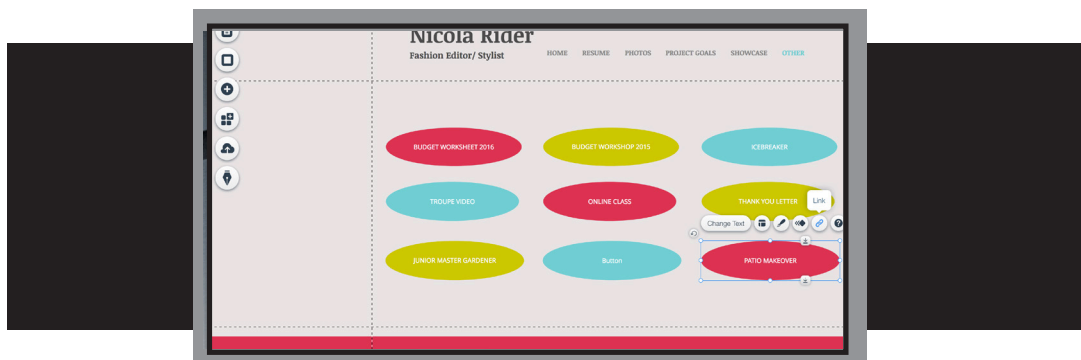
- To change the text on each button, click on the text. A dialogue box will appear. Click on the **Change Text** button.



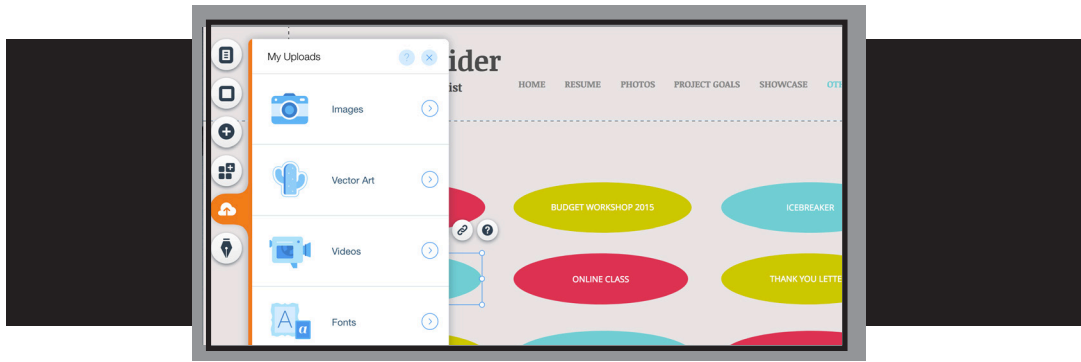
- *Delete the word **Button*** and replace it with the title of your choosing.



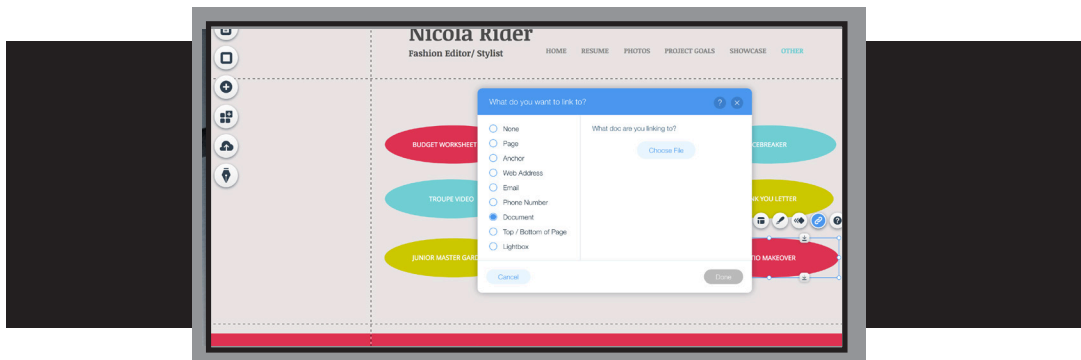
- To link a document to the button, you can do one of two things. You can click on the **Add a Link** icon from the **Change Text** dialogue box (above) or you can click on the button and select **Link** icon (next to last button). Either one will get you to the next step in the process.



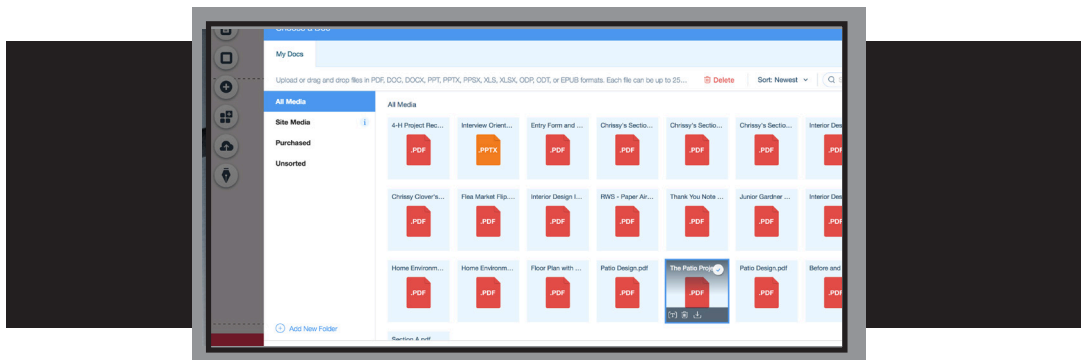
- You can also link web addresses, videos, power points, etc... to this. Be sure that you upload the materials first into the appropriate categories (see image on next page.)



- Select **Document** from the list of link options. Then, click on **Choose File**. If you are selecting a website, select **Web Address**.



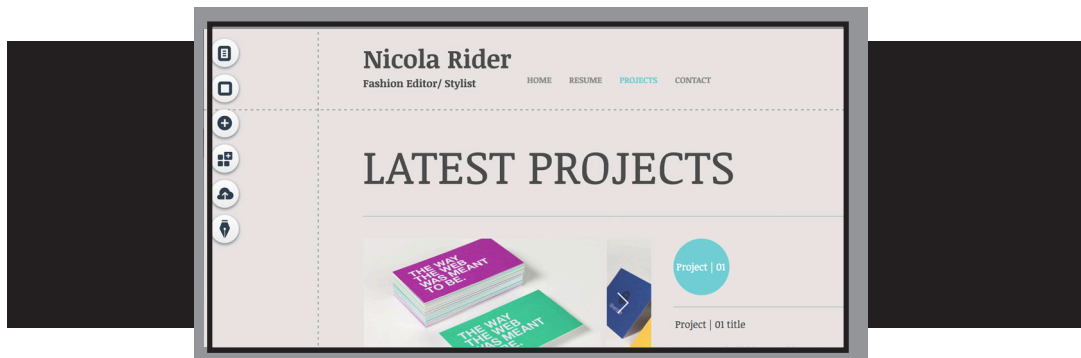
- Click on the document (or video, etc...) that you wish to link to the button.



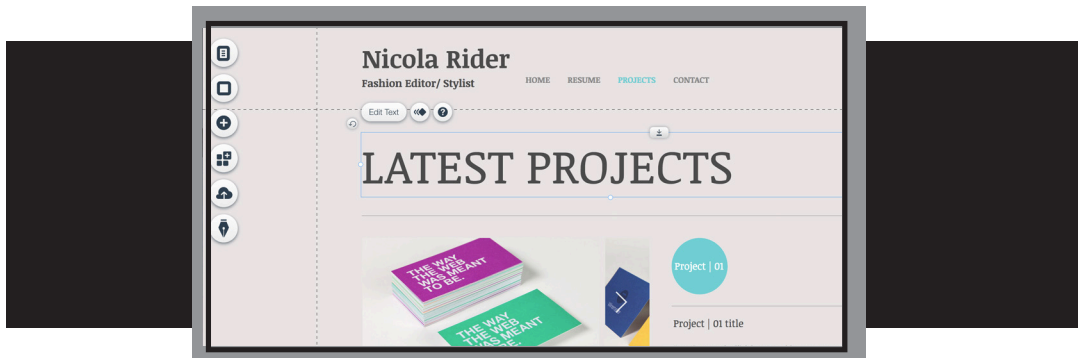
- You can check to make sure that the correct document, etc... has been linked. Once you have confirmed this, finish by clicking **Done**. Don't forget to save your work!
- You will need to repeat the linking steps for each button.

## 12. Photos

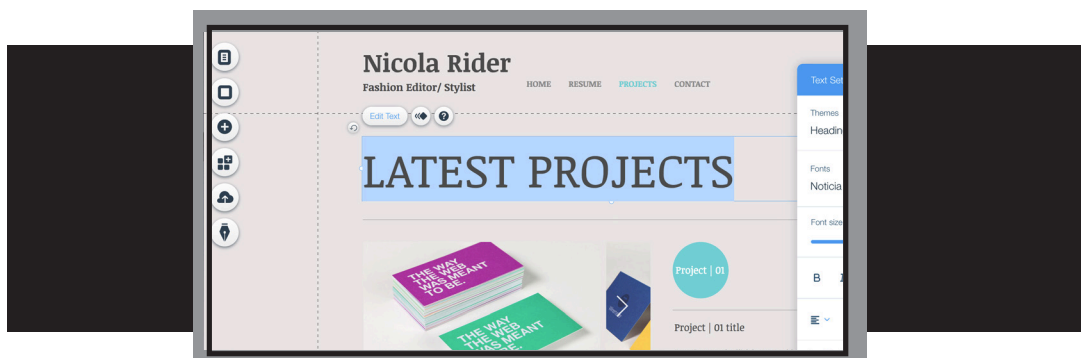
- Our next step in creating our website is to work on the Photos section of our web-based portfolio. Do you remember how to get to this page? If not, remember to do the following:
  - Click on the *horizontal menu bar*
  - Select **Manage Menu**
  - Click on **Photos**
- After these three steps, the following page should appear:



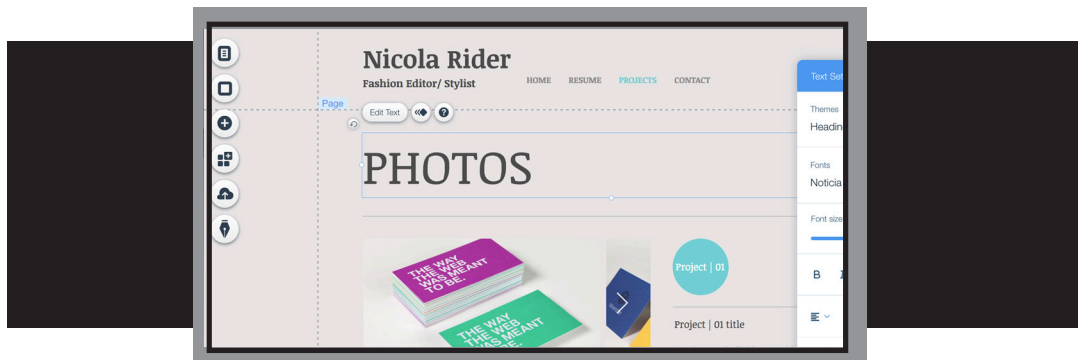
- Do NOT delete the items on this page. We are using this template. But, there are some changes that must be made. First, the header needs to change from Latest Projects to Photos. Do this change by clicking on the text. An **Edit Text** box should appear.



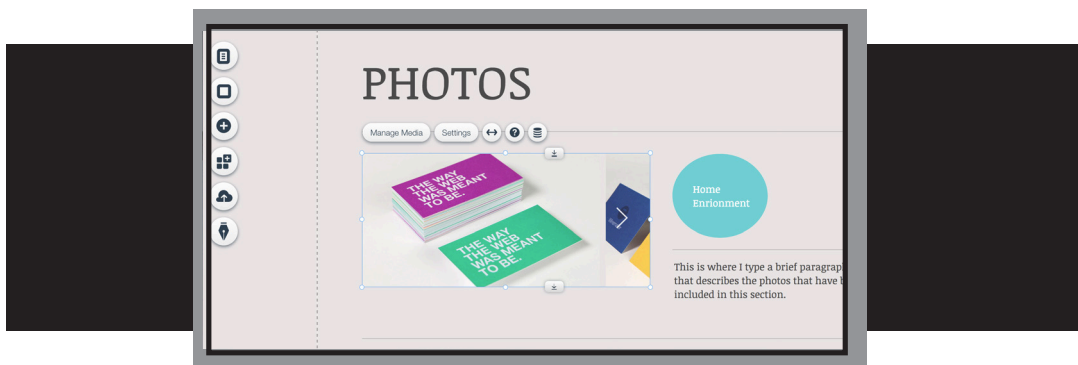
- Highlight *Latest Projects* and then hit delete.



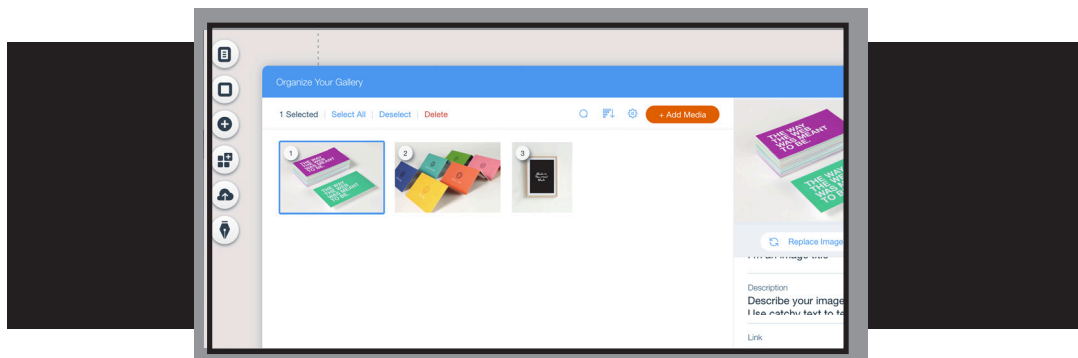
- Type in the word **Photos**.



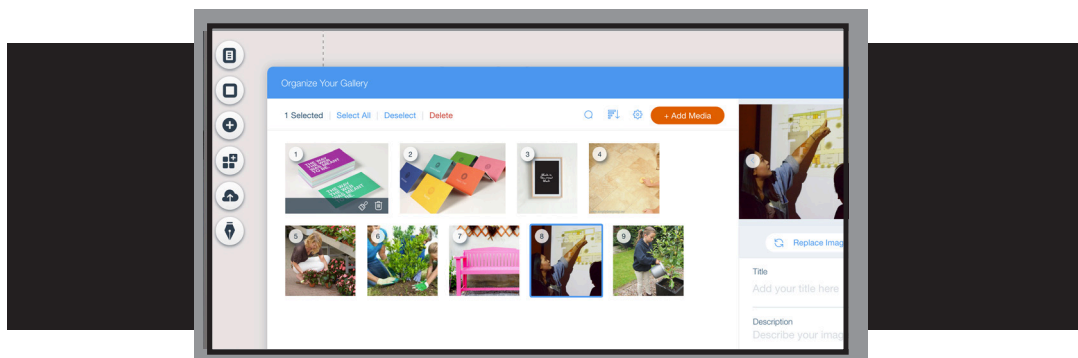
- Next, let's get our photos uploaded. You should have already uploaded all of your photos. If not, you can refer back in this guide to **Section 7: Uploading Photos**. When you are ready to begin, click on the image. A dialogue box will appear. Click on **Manage Media**.



- The following page should appear. Click on **Add Media**.



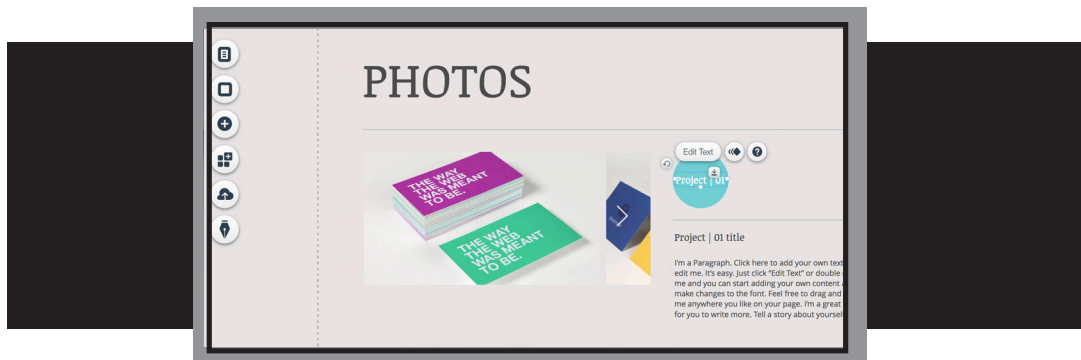
- Click on a photo that you wish to include, then select **Done**. Repeat this process until you have five photos uploaded.



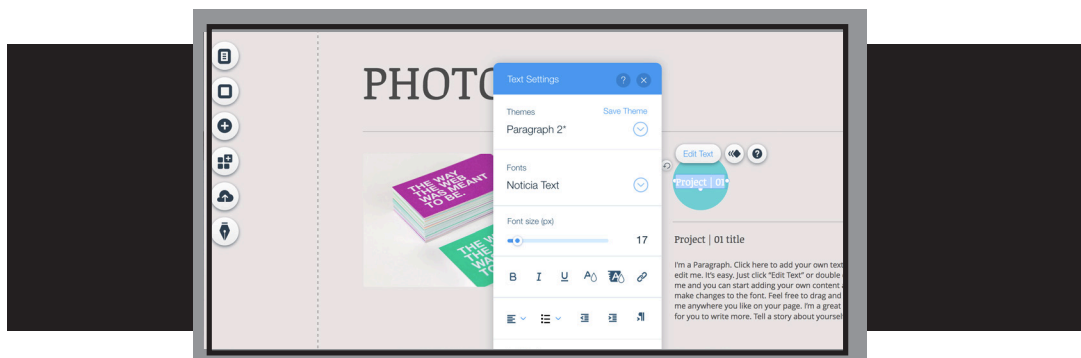
- Your five photos will now scroll in a photo gallery like the one below. You will have to save and select preview before you can see this feature.



- Next, change the text on your buttons. To do this, click on the existing text. Select **Edit Text**. Highlight and delete the existing text. Type in the name of your main project.



- Using this dialogue box, you can make changes to the font type and size.

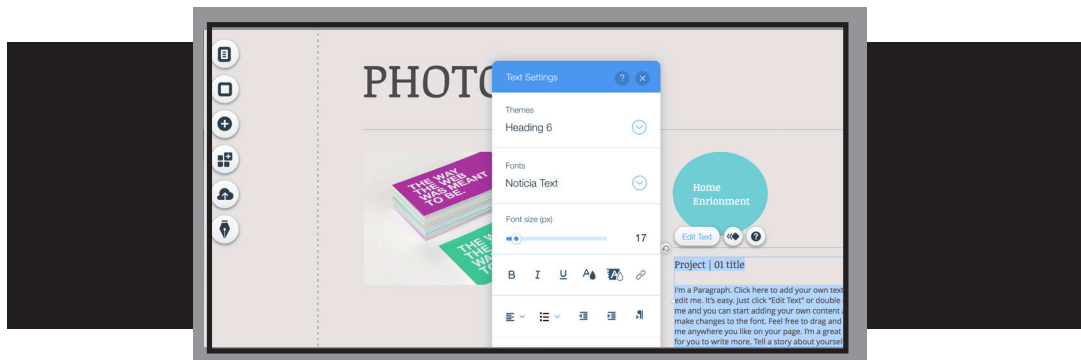


- You may need to reshape your button to make it bigger. Just click on the button and grab an anchor. Slowly pull back on the anchor.

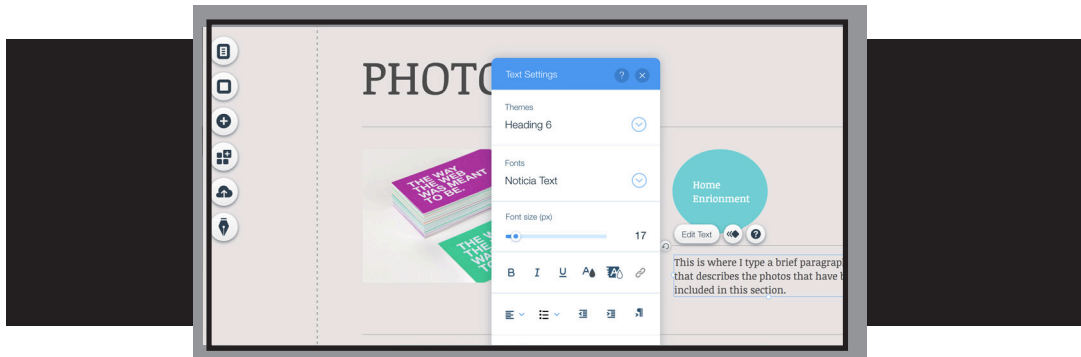




- Next, you will need to change your text. To do this, simply click on the text and then the **Edit Text** button. Highlight and delete the existing text. Retype a short paragraph that describes the photos that you have included in this section.



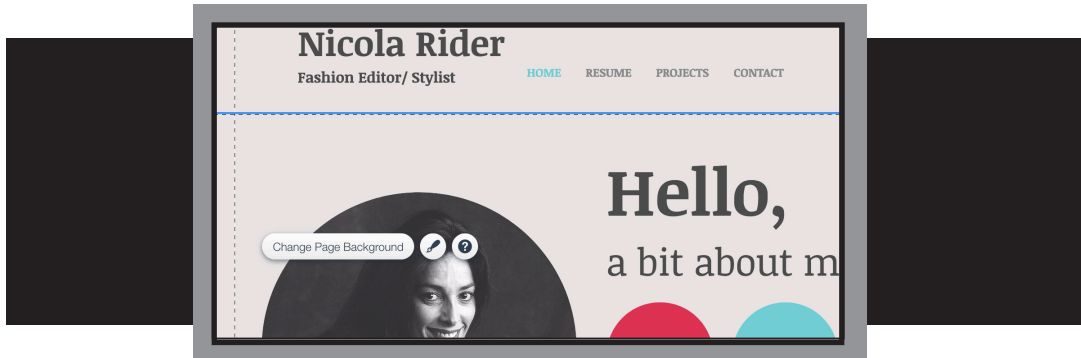
- Your photo section for your main project is now complete!



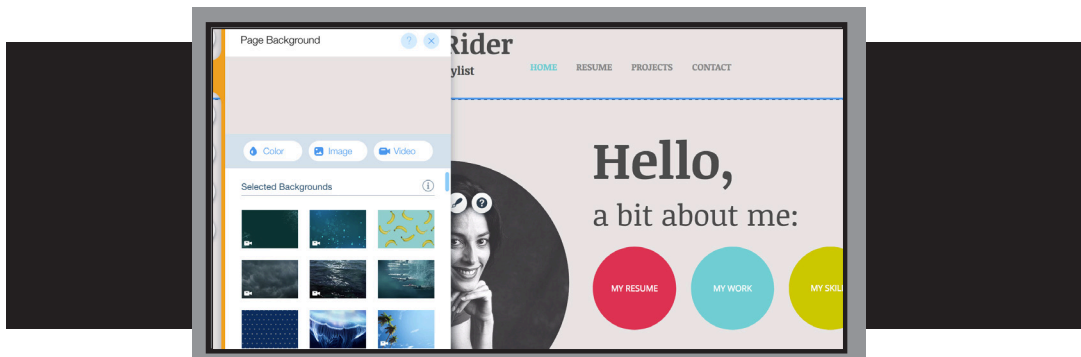
- Repeat this process for the other two sections of photos. Remember; you can set these up for (1) main project; (2) Citizenship; and (3) Leadership. OR ... you can use all three to highlight the project area in which you are entering your portfolio. It is totally up to you!

## 13. Backgrounds and Front Page Design

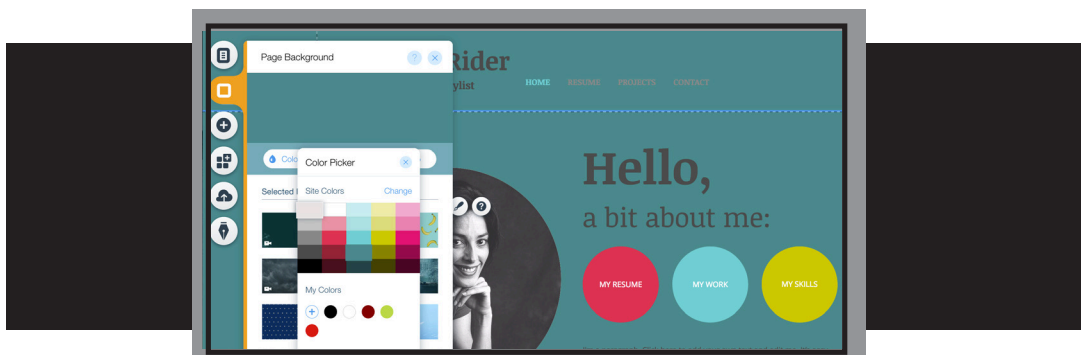
- To complete your portfolio, you will need to work on your backgrounds and front page. Let's begin with the background color. If you want to change your background color, you may click anywhere on the front page. **Change Page Background** will pop up. Click on this button. As a note, you can change the backgrounds and fonts on any and all of your pages.



- There are three options for changing your background. You can add a different color, choose an image (either one from the images in the dialogue box or one that you have uploaded) or add a video. Please note ... that while videos are cool, they sometimes interfere with the text and make readability difficult. Use caution with this option!



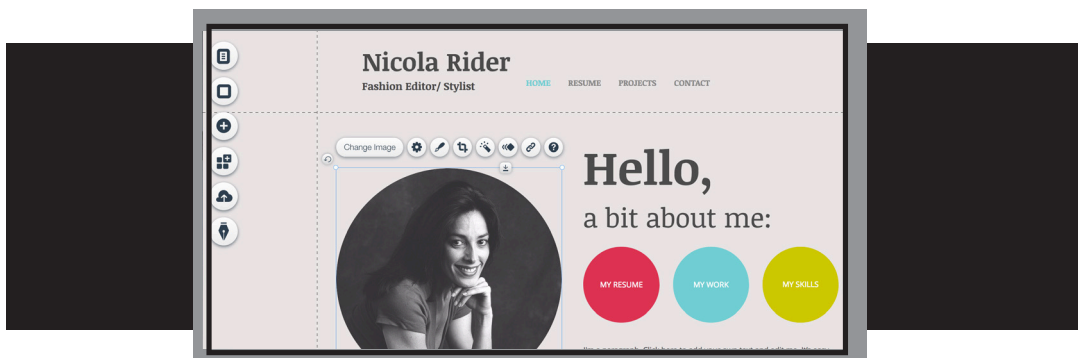
- Let's just pretend that I want to change my background by simply changing the color. To do this, I click on the **color** button and select a color preference from the pallet.



- Once I have decided on my background color, I need to change my text. To do this, click on Nicola Rider's name and then click the **Edit Text** button. This is the same procedure you have used throughout the development of this website. The dialogue box that appears gives you options for fonts, point sizes, bolding italicizing, etc...



- Finally, you will need to remove Nicola's photo from the front page and include an image of your choosing. To complete this step, click on Nicola's photo. Select **Change Image**.



- Select an image from the **All Media** site. This would be an image that you have uploaded previously. If you have not uploaded an image, take a moment to click on **Upload Images** and complete this task and/or refer back to Section 7.



- Save your website one more time. Preview it, if you wish, to make sure that everything has been included. Congratulations on completing your new 4-H Portfolio!