

HI 411 Historian's Craft

How to Make a Wordpress Portfolio Page and Add Your Documents To It

Step 1. Write the text that will go on your Portfolio page.

Write this ahead of time, in your usual Word processing program, proofread it carefully and save the document.

Step 2. Save your 3 papers as PDFs.

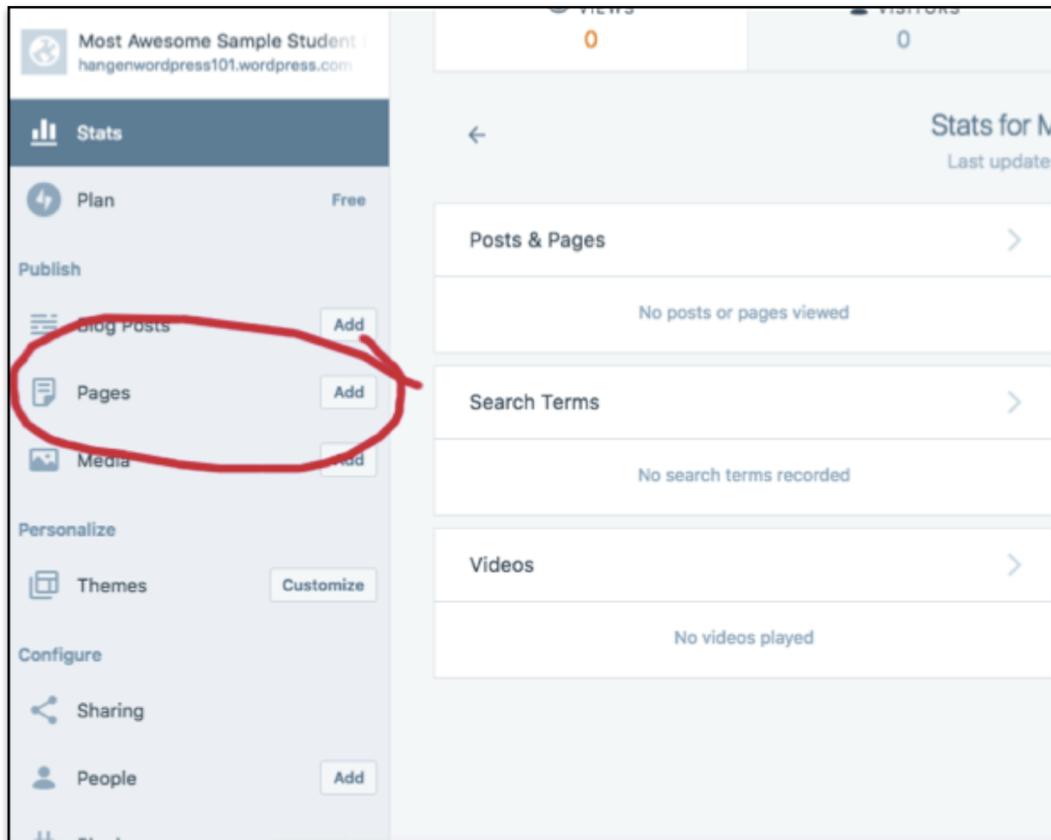
You can do this either by saving the document directly in PDF format, or by clicking "Print Document" and choosing PDF as the Printer. Either way, you get a PDF version of your paper. It's important to upload your papers as PDFs, not Word, so they cannot be downloaded from the web and modified by others.

Step 3. Move the 3 PDFs to an easy-to-find place on your computer

Desktop is easiest
Or a clearly labeled folder

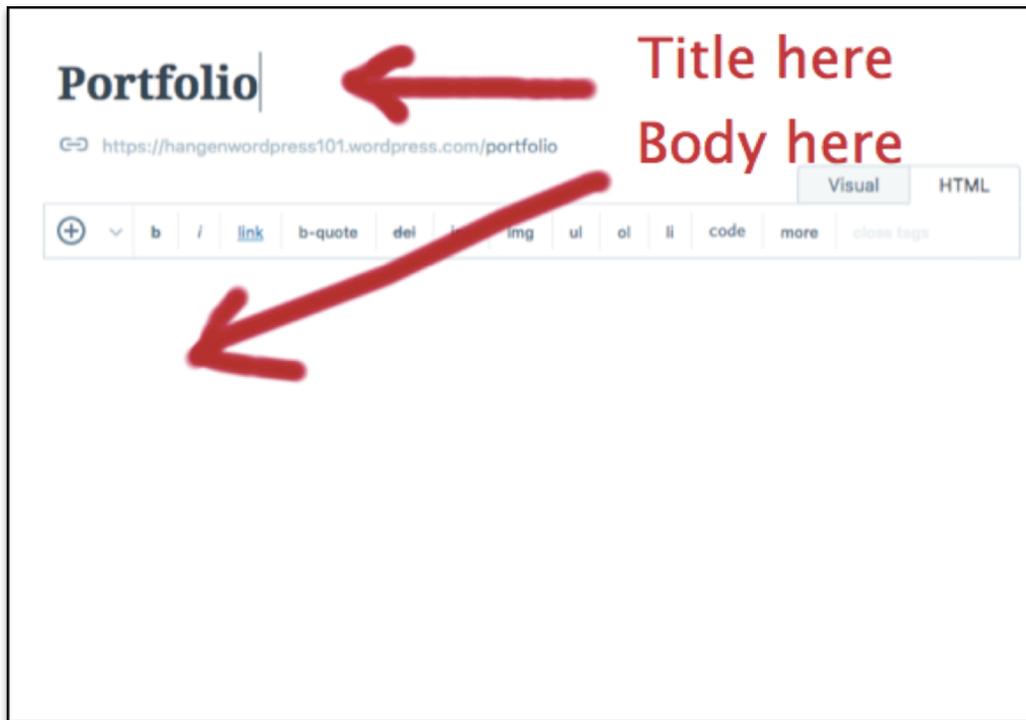
Step 4. Open your Wordpress site and click on ADD next to the Pages in your sidebar.

Navigate to = <http://wordpress.com/stats/day/yoursiteaddress.wordpress.com>



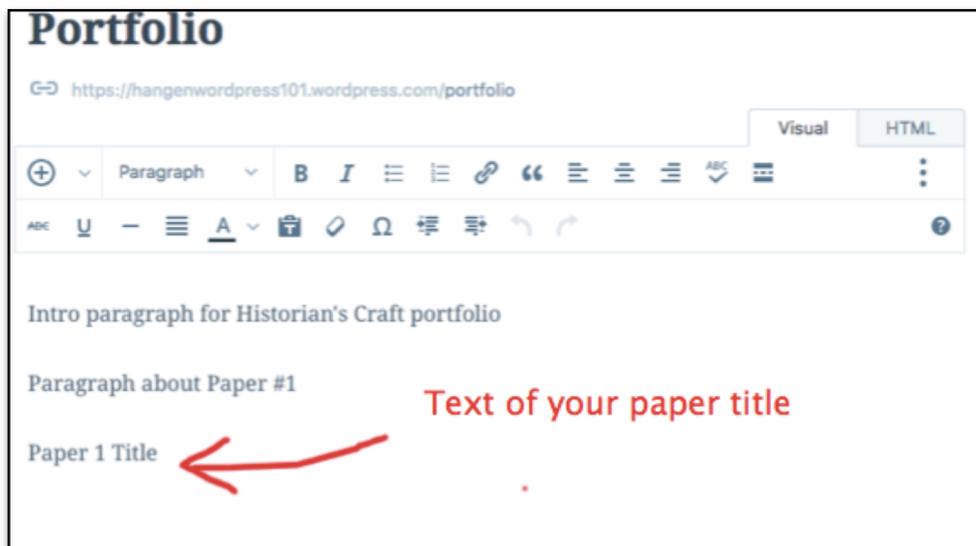
Step 5. Create the Portfolio Page

In the New Page form, put Portfolio in the title, copy and paste the text from your Portfolio content document, and hit PUBLISH when you are ready. Now the page is created. It should appear in the navigation area of your Wordpress site, along with the About page. To make further changes to it, including adding your 3 paper documents, use EDIT PAGE from the dashboard sidebar, or go to the page and click EDIT.



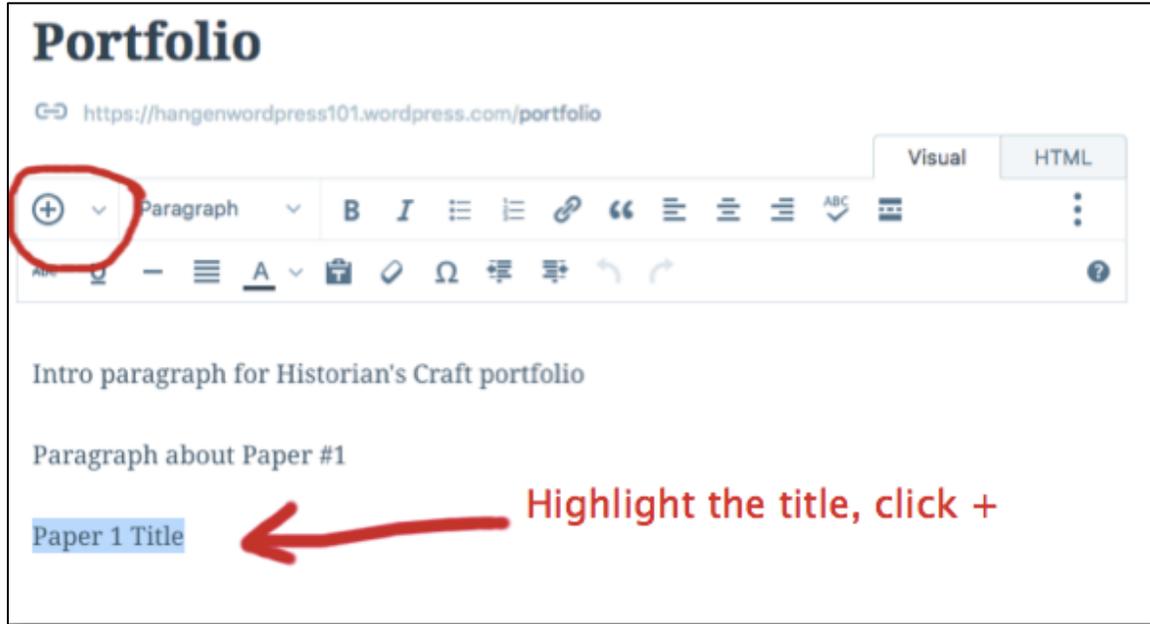
Step 6. Designate where the 3 Portfolio papers will go

In the text of your Portfolio page, type one of your paper titles.

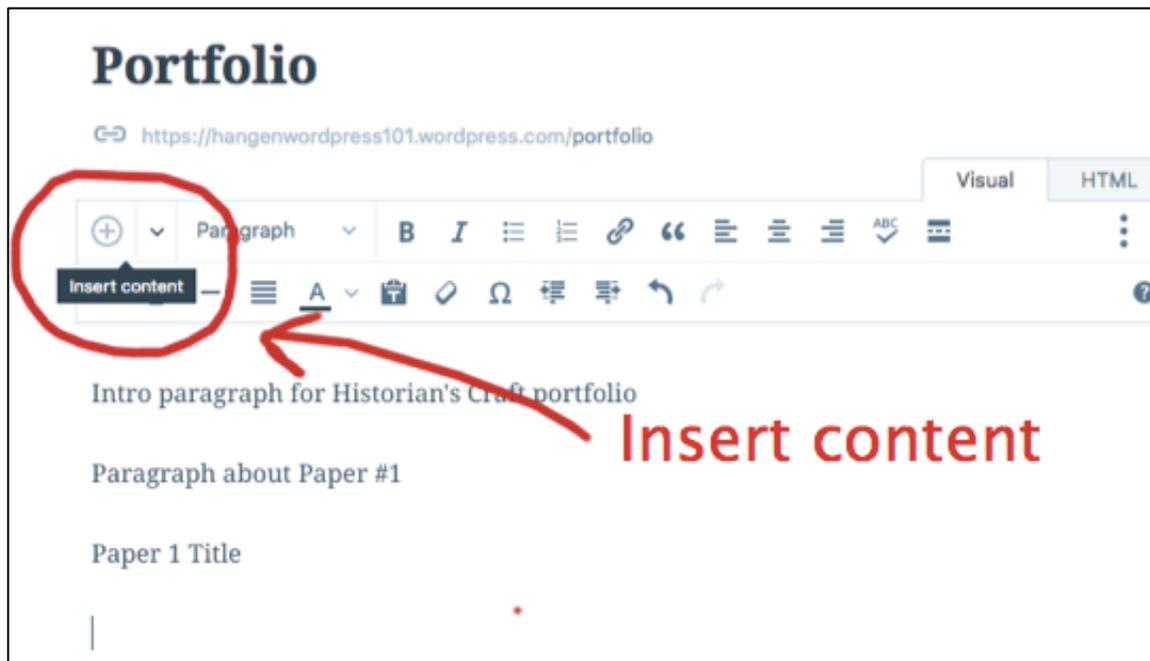


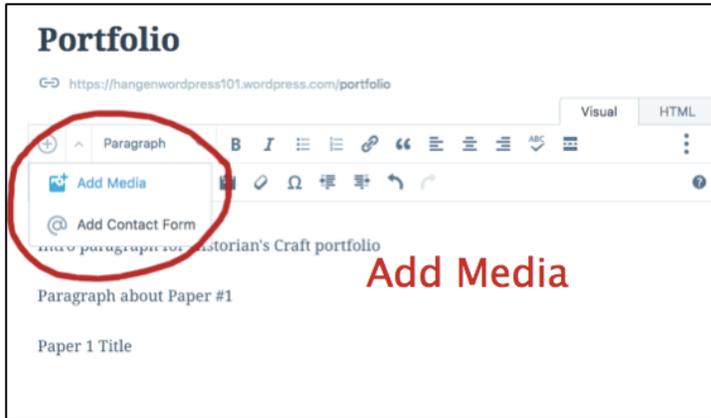
Step 7. Add A Paper to your Media Library and Link it to its Title Text

Highlight / Select the title you just typed, and click the + sign to add media content to the text you highlighted.

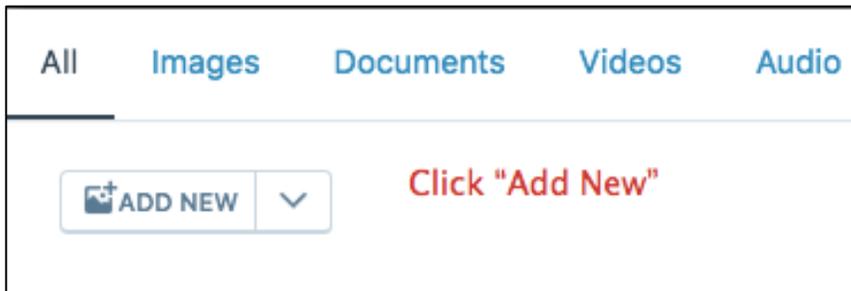


From the pulldown menu, Insert Content and Choose ADD MEDIA

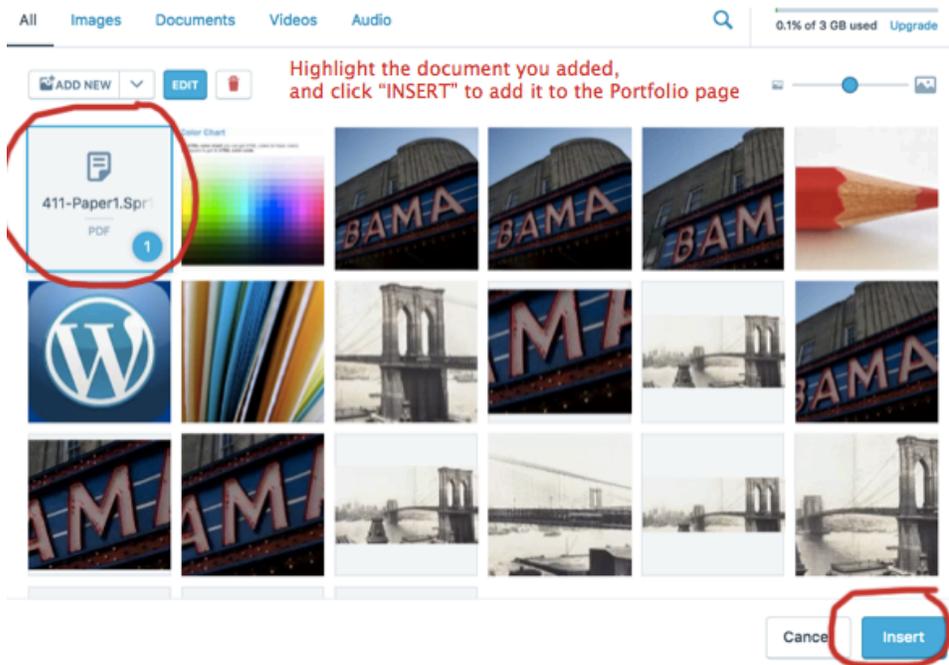




This takes you to the Media Library ADD NEW page. Choose ADD NEW

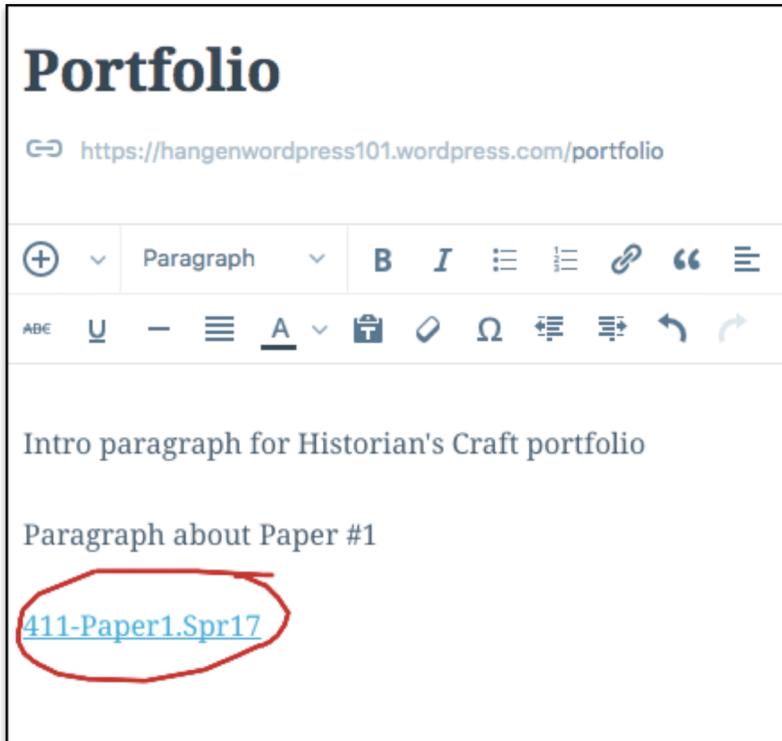


and upload the file from your computer. This will add it into your Media Library.



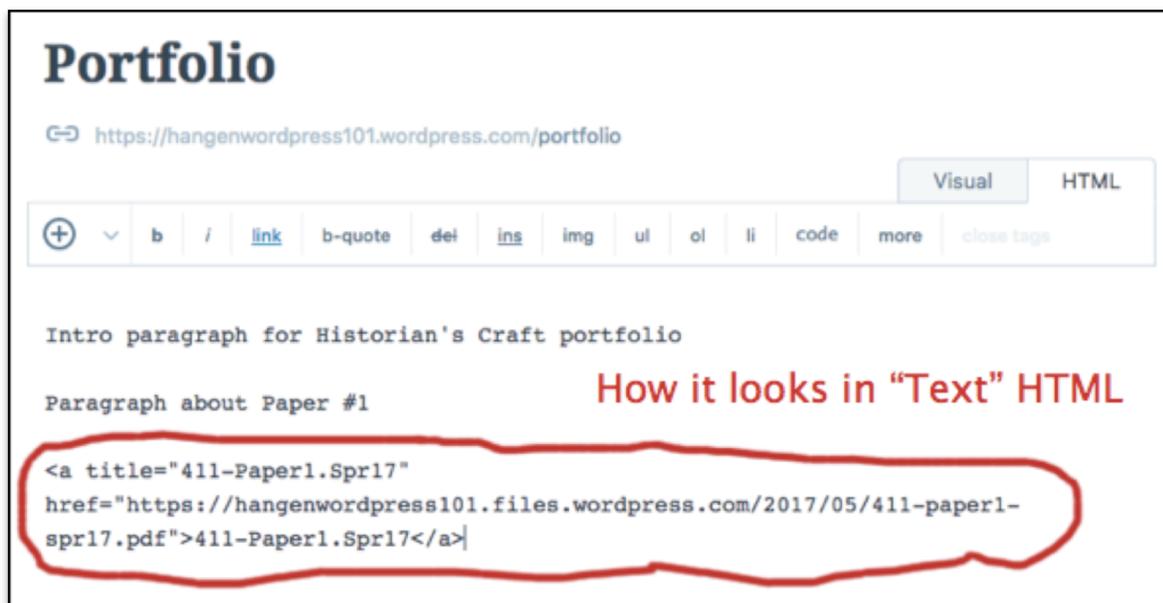
Now select that document by clicking on it and click INSERT to put it on your Portfolio page right into the highlighted Document Title text.

It should now appear as a hyperlink (an underlined, colored LINK to the document itself) on your Portfolio page. Like this:



If you toggle from Visual to Text, the code to make a hyperlink appears like this:

```
<a title='Title' href="URL of the document.pdf">Title of the Document</a>
```



I have a sample Portfolio page posted for you at:

<http://www.tonahangen.com/wsc/hi411/sample-portfolio/>