

EXPANDING YOUR ELECTRONIC PORTFOLIO

Directions written for Mozilla Composer

- 1) Download “Artifacts_Expansion.zip”
- 2) *Unzip* “Artifacts_Expansion.zip” on desktop
- 3) Open “Artifacts_Expansion” folder
- 4) Drag individual “Artifact_#.html” files into “Artifacts” folder in electronic portfolio folder
 - a. NOTE: Your “Artifacts” folder should now have 45 individual “Artifacts_#.html” files
- 5) Open “artifacts_matrix.html” file
- 6) Place cursor in last row of the matrix
 - a. Table menu > Insert > Row Below
- 7) In first column of newly created row, type *Artifact #*
- 8) Highlight *Artifact #*
 - a. Insert menu > Link > Choose File > Select appropriate *Artifact #* > OK