

## Welcome Notes

### Description

Use the **Welcome Notes** tool to share one or more Welcome Notes with visitors to your Epsilen ePortfolio. Your Welcome Notes can present as much or as little information about you that you desire, and you can create and display announcements or messages on your ePortfolio site through Welcome Notes. Use the text editor or author HTML on your own to customize the format of your Welcome Notes. Access Keys permit you to change how you present yourself to different audiences.

### Purpose

The Welcome Notes tool is used to provide information about yourself to learn more about you and possibly network with you. Access Keys can be used to allow visibility of particular Welcome Notes to designated visitors. For example, you may wish to add information about your education or background to prospective employers you have granted access to a particular Welcome Note entry. Another Welcome Note entry may be for display to the public and may contain less personal information.

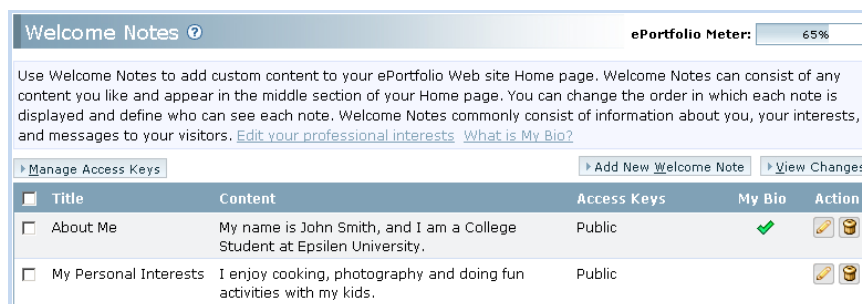


Figure 1

### Definitions

**Manage Access Keys** opens the “Manage Access Key” popup page which allows you to quickly assign Access Key permissions for multiple or all of your Welcome Notes.

**Add New Welcome Note** allows you to add a new Welcome Note to your Public ePortfolio.

**View Changes** allows you to view the display of your Welcome Notes for each Access Key.

**My Bio:** the icon indicates the Welcome Note which has been set as your “My Bio”, or the information which will display to Epsilen users when your name appears in search results, etc.

**Edit:** Clicking the button allows you to edit a Welcome Note and change assigned Access Key permissions.

**Delete:** Clicking the button allows you to delete a Welcome Note.

## Adding a Welcome Note

To Add a Welcome Note

1. Click the **Add New Welcome Note** button
2. Complete the fields/choices as described in the following table:

Field	Function
Title	Enter the title to your new Welcome Note (required).
Show Title	Check whether you wish to display the title to your Welcome Note.
About Me/Bio	Add information about yourself by completing the About Me/Bio section, which will display to Epsilen users when your name appears in search results, etc.
Content	See "Using the HTML Editor".
Viewable By	Select Access Keys to grant permission to visitors to your Epsilen ePortfolio site.

3. When you have finished filling out the information, click the **Save** button. You will be returned to the **Welcome Notes** page where you will see a new entry for your Welcome Note.

Figure 2 displays the Add Welcome Note screen.

The screenshot shows the 'Add Welcome Note' interface. At the top right, there is an 'ePortfolio Meter' showing 65%. The form contains the following elements:

- Title:** A text input field with a red asterisk indicating it is required.
- Show Title:** A checked checkbox.
- About Me/Bio:** A checkbox labeled 'Set this Welcome Note as My Bio'.
- Content:** A large text area with a rich text editor toolbar above it. A red warning message states: 'Please Note: Epsilen does not allow JavaScript. For security reasons, any content that resembles JavaScript will be disabled.' The toolbar includes options for font (Verdana), size, bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and YouTube integration.
- Viewable By:** A section with a warning message: 'Please select which Access Keys are allowed to see this information. By selecting Access Keys, you decide who can and cannot see this information. If you do not select any Access Keys, this information will be "Private" and not displayed to anyone.' Below this are checkboxes for 'Select All', 'Faculty', 'Institution', 'Public' (checked), 'Advisor', 'Employer', and 'Epsilen'.
- Buttons:** 'Save' and 'Cancel' buttons at the bottom.

Figure 2

## Using the HTML Editor

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### Description

The HTML editor allows you to create a rich-text environment. It is used throughout Epsilen for your convenience in entering text and/or HTML content to achieve your intended results.

Figure 1 displays the HTML editor.

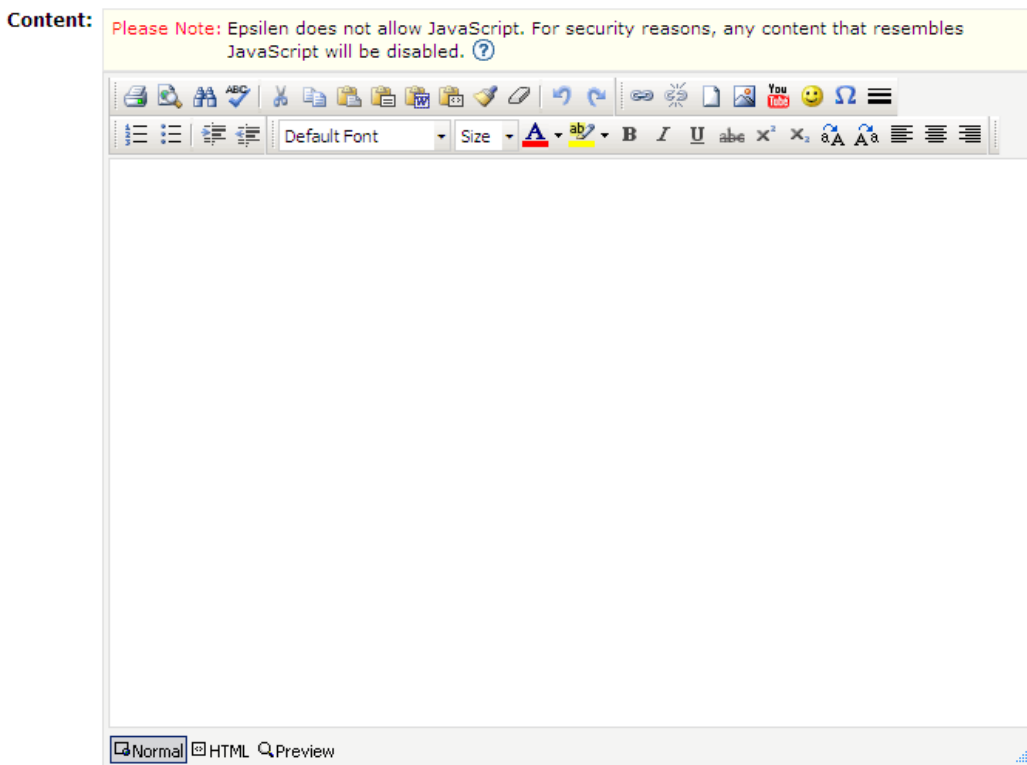


Figure 1

### Definitions



**Normal View** allows you to type, add content and edit content.

**HTML View** allows you to type and add HTML markup to the content.

**Preview View** allows you to see the content as it would appear to your users. In this view, the content is not editable.


The function of each button in the HTML editor is described in the following table.

Button	Function
	Print the content in the HTML editor.
	Preview the content in the HTML editor by opening a popup window.
	Find and replace the specified text.
	Spell-check the content.
	Cut the specified content.
	Copy content from the HTML editor.
	Paste content into the HTML editor.
	Paste plain text into the HTML editor.
	Paste text from Microsoft Word into the HTML editor.
	Paste as HTML content.
	Clean up HTML (remove tags, etc.).
	Remove formatting.
	Undo last action.
	Redo last (undone) action.
	Insert a hyperlink.
	Remove hyperlink functionality from selected text.
	Insert a file.
	Insert an image.
	Embed a YouTube video.
	Insert an emoticon (smiley).
	Insert a special character.
	Insert a horizontal line.
	Insert numbered list.
	Insert bulleted list.
	Indent text.
	Outdent text.

<p>Arial                  Verdana  <b>Comic Sans MS</b>                  Courier                  Georgia                  Impact                  Lucida Console                  Tahoma                  Times New Roman                  ◆✕■∇⊕⊗✕■∇⊕*</p>	<p>Select desired font.</p>
<p>Not Set                  1 (8pt)                  2 (10pt)                  3 (12pt)  <b>4</b> (14pt)                  5 (18pt)  <b>6</b> (24pt)  <b>7</b> (36pt)</p>	<p>Select desired text size.</p>
	<p>Change color of selected text.</p>
	<p>Highlight selected text.</p>
<p><b>B</b></p>	<p>Boldface selected text.</p>
<p><i>I</i></p>	<p>Italicize selected text.</p>
<p><u>U</u></p>	<p>Underline selected text.</p>
<p><del>abc</del></p>	<p>Strikethrough text.</p>
<p>x<sup>2</sup></p>	<p>Superscript text.</p>
<p>x<sub>2</sub></p>	<p>Subscript text.</p>
<p>↻A</p>	<p>Convert text to upper case.</p>
<p>↻Aa</p>	<p>Convert text to lower case.</p>
<p>≡</p>	<p>Left-justify text.</p>
<p>≡</p>	<p>Center text.</p>
<p>≡</p>	<p>Right-justify text.</p>

## Editing a Welcome Note

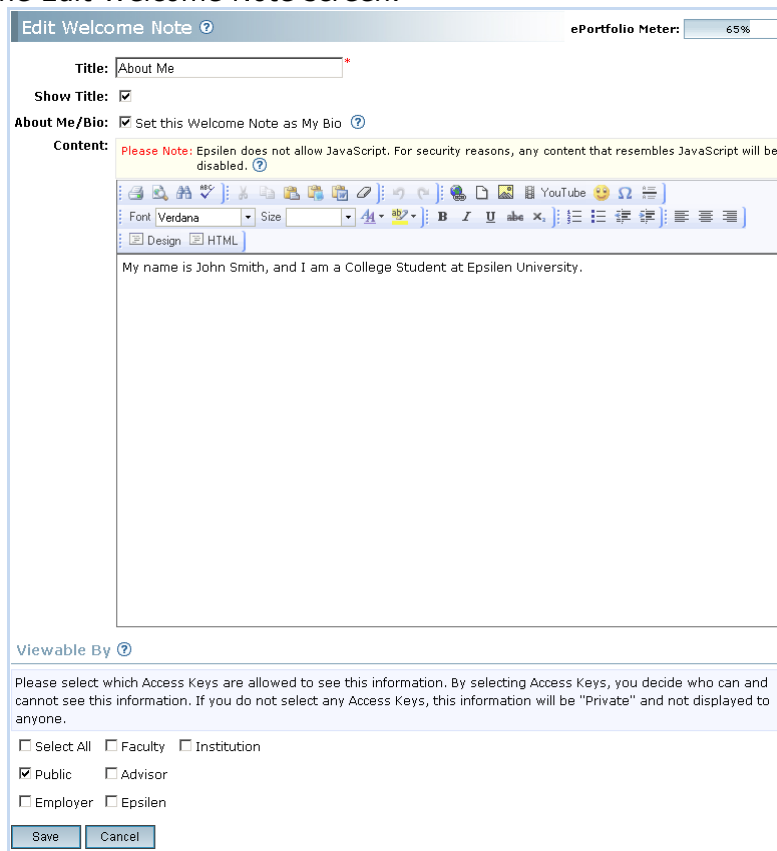
To Edit a Welcome Note

1. Click the  button for a Welcome Note
2. Complete the fields/choices as described in the following table:

Field	Function
Title	Edit the title to an existing Welcome Note.
Show Title	Check whether you wish to display the title to your Welcome Note.
About Me/Bio	Edit information about yourself by completing the About Me/Bio section, which will display to Epsilen users when your name appears in search results, etc.
Content	See "Using the HTML Editor".
Viewable By	Edit Access Keys to grant permission to visitors to your Epsilen ePortfolio site.

3. When you have finished filling out the information, click the **Save** button. You will be returned to the **Welcome Notes** page where you will see a modified entry for your Welcome Note.

Figure 4 displays the Edit Welcome Note screen.



The screenshot shows the 'Edit Welcome Note' interface. At the top right, there is an 'ePortfolio Meter' showing 65%. The form contains the following elements:

- Title:** A text input field containing 'About Me'.
- Show Title:** A checked checkbox.
- About Me/Bio:** A checked checkbox with the label 'Set this Welcome Note as My Bio'.
- Content:** A rich text editor with a toolbar. A yellow warning box above it states: 'Please Note: Epsilen does not allow JavaScript. For security reasons, any content that resembles JavaScript will be disabled.' The text area contains: 'My name is John Smith, and I am a College Student at Epsilen University.'
- Viewable By:** A section with a heading and a sub-heading: 'Please select which Access Keys are allowed to see this information. By selecting Access Keys, you decide who can and cannot see this information. If you do not select any Access Keys, this information will be "Private" and not displayed to anyone.' Below this are several checkboxes:
  - Select All
  - Faculty
  - Institution
  - Public
  - Advisor
  - Employer
  - Epsilen
- Buttons:** 'Save' and 'Cancel' buttons at the bottom left.

Figure 4

## Managing Access Keys

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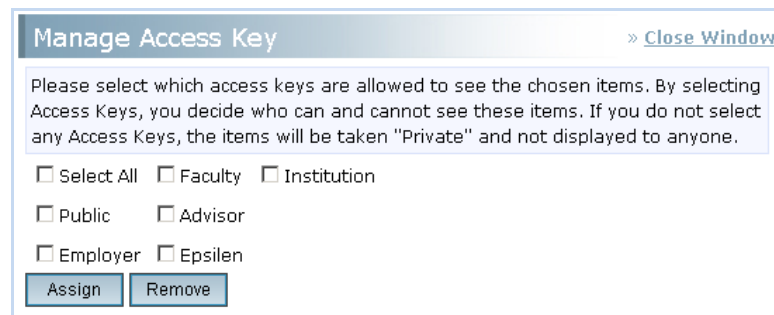
To assign Access Keys for multiple Welcome Notes

1. Check the box next to one or more Welcome Notes.
2. Click the **Manage Access Keys** button to open the "Manage Access Keys" popup page
3. Check the Access Keys to assign for the selected Welcome Notes
4. Click the **Assign** button. You will be returned to the **Welcome Notes** page where you will see modified entries for your welcome notes.

To remove Access Keys for multiple Welcome Notes

1. Check the box next to one or more Welcome Notes.
2. Click the **Manage Access Keys** button to open the "Manage Access Keys" popup page.
3. Check the Access Keys to remove for the selected Welcome Notes.
4. Click the **Remove** button. You will be returned to the **Welcome Notes** page where you will see modified entries for your welcome notes.

Figure 5 displays the Manage Access Keys screen.



**Figure 5**

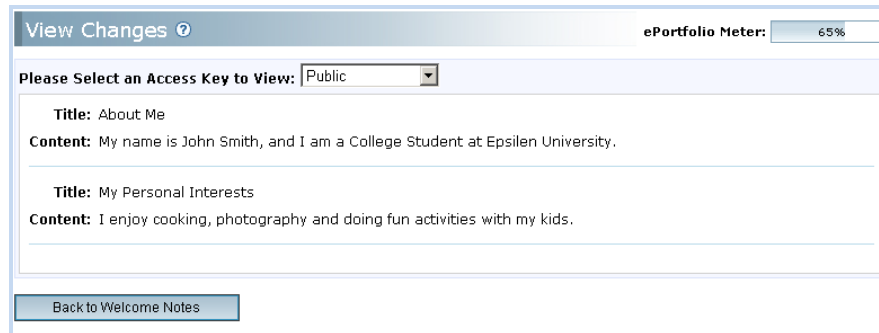
## Viewing Changes

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To View Changes

1. Click the **View Changes** button
2. Select an Access Key from the list of your Access Keys. You will see the list of Welcome Notes which have been assigned permission for that Access Key.

Figure 6 displays the View Changes screen.



**Figure 6**