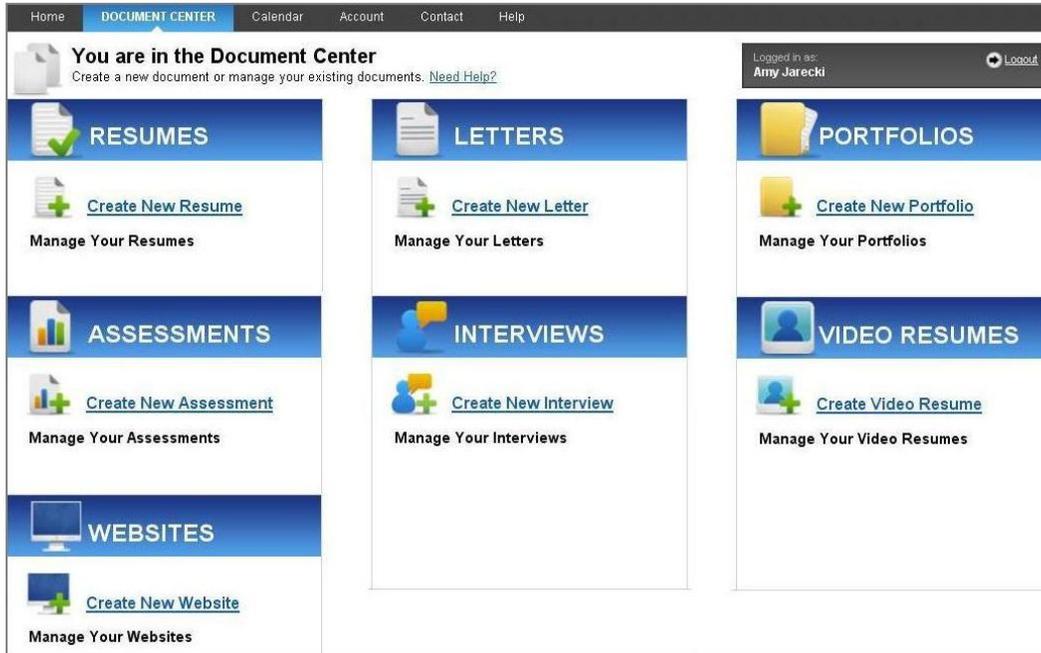
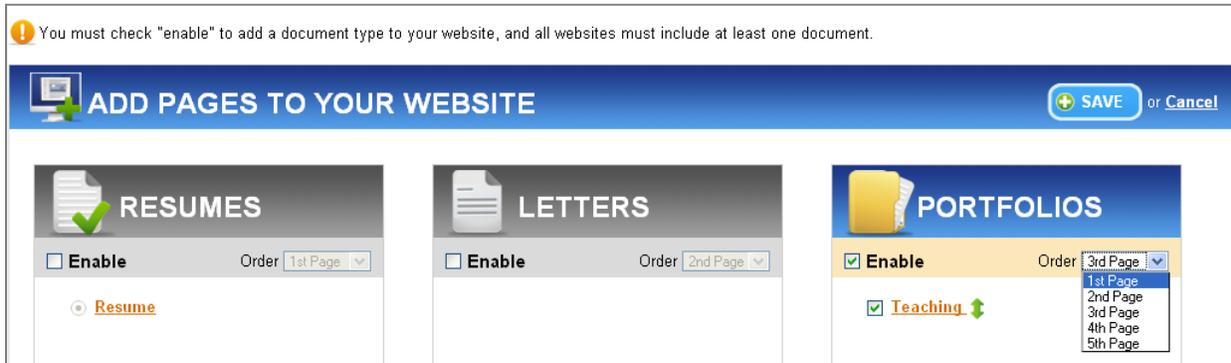


Career Services Website Training

1. Click "Create New Website."



2. Name the website.
NOTE: No spaces are permitted as this will be the final text of your URL
3. Activate your content by clicking "Enable" under the Portfolios section and select your chosen portfolios. There can be more than one portfolio per website if desired.



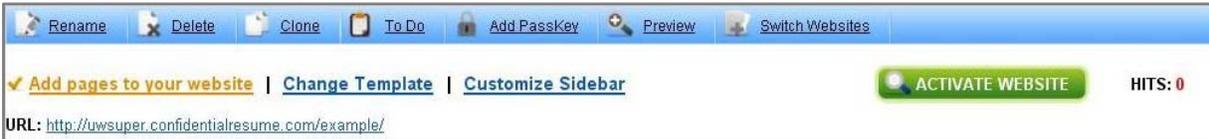
4. Choose what page of your website you would like your content to appear under by using the drop down menu. If you have selected multiple portfolios, you may order them using the green arrows to the right of the titles. After finishing, scroll down and click "Save and Continue"
5. Select the look of your portfolio by choosing a template. Check the select box and click "Save and Continue"
NOTE: You may preview your website by clicking on the thumbnail images



6. When complete, click the “Activate Website” button
Be sure to note the URL, as this can be put on resumes, cover letters, thank yous, emails, etc.
7. An example website can be found here:
<http://uwsuper.confidentialresume.com/TEExample/>

Optional Website Features and Tips

WEBSITE BUILDER TOOLBAR and FEATURES



- **Rename**
Change the final URL tag at the end of your website address
- **Delete**
Delete your website
- **Clone**
Duplicate your website by creating a second URL
- **To Do List**
Keep track of what needs to be done, by creating To Dos
- **Add PassKey**
To protect your website, check the “Enable Passkey” box and enter a chosen password to save.
NOTE: Don’t forget to include your passkey on your resume, cover letter, etc.
- **Preview**
Preview your website as you adjust your features
- **Switch Websites**
Work on multiple websites within the builder by simply switching between them
- **Add Pages to your Website**
Enable more content to be displayed on your website and set which page to place it on
- **Change Template**
Adjust the look of your website by selecting a different template
- **Customize Sidebar**
Select and enable sidebar widgets for Sharing, LinkedIn, or Twitter
- **Hits**
Learn how much traffic your portfolio has gotten since activation

REMINDERS

- **Auto Save**
Optimal continually saves information to a server, meaning you can stop working on the website builder at any time and all your submitted work will be stored.
- **Continuous Edit Option**
Optimal allows you to edit your website at anytime by simply clicking on the website title. Changes will be uploaded automatically to your activated website.