

Downloading Your Portfolio to Your Hard Drive

If you do not plan to continue your iWebFolio license after graduation, you should download your portfolio to your hard drive before your license expires. Likewise, if you would like to place your portfolio on a CD to send to prospective employers, you must first download it to your hard drive.

Follow the instructions below to download a full working preview version of your portfolio. **Note: In order to download your portfolio to your hard drive, you will need a zip utility such as [WinZip](#).**

1. Go to <http://www.iwebfolio.com>. Enter your "Login Name" and "Password." Click on the "Login" button.



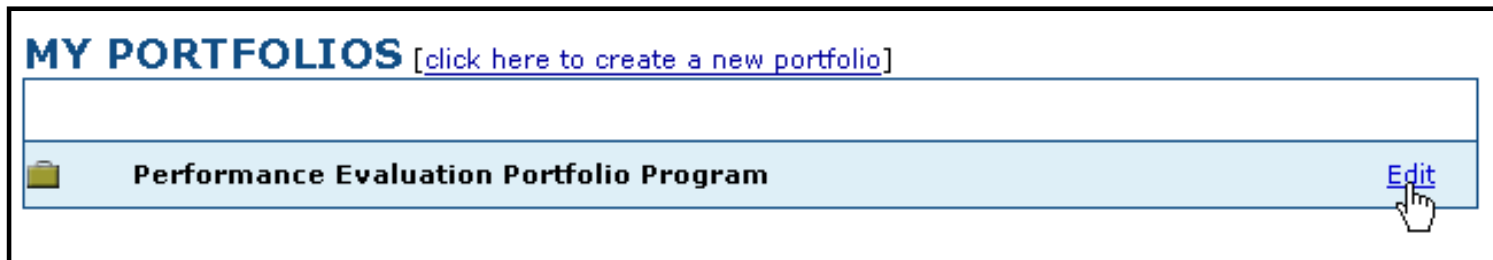
Login Name:

Password:


Save Login Information

[Forgot Login Name or Password?](#)

2. Click on the "Edit" hyperlink located adjacent to the portfolio which you want to download.



MY PORTFOLIOS [[click here to create a new portfolio](#)]

 Performance Evaluation Portfolio Program	Edit
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3. Click on the "preview portfolio" button located in the upper right corner of the window.



4. Click on the "Download Portfolio" hyperlink located in the bottom left corner of the preview window.

A light blue rectangular box with a dark blue header containing a white square icon and the word "Course". Below the header, a list of course titles is displayed in blue text, each on a new line and underlined. The courses are: BUSA1105 - Introduction to Business, BUSA3101 - Business Statistics, ECON2105 - Principles of Macroeconomics, ECON 2106 - Principles of Microeconomics, MGMT3102 - Performance Quality Management, MGMT3120 - Managerial Communication, and MGMT4750 Strategic Management. At the bottom of the list is the text "[View All In This Category]". A dark blue button with the white text "Download Portfolio" is positioned at the bottom of the box, with a white hand cursor icon pointing to it.

[Course](#)

[BUSA1105 - Introduction to Business](#)

[BUSA3101 - Business Statistics](#)

[ECON2105 - Principles of Macroeconomics](#)

[ECON 2106 - Principles of Microeconomics](#)

[MGMT3102 - Performance Quality Management](#)

[MGMT3120 - Managerial Communication](#)

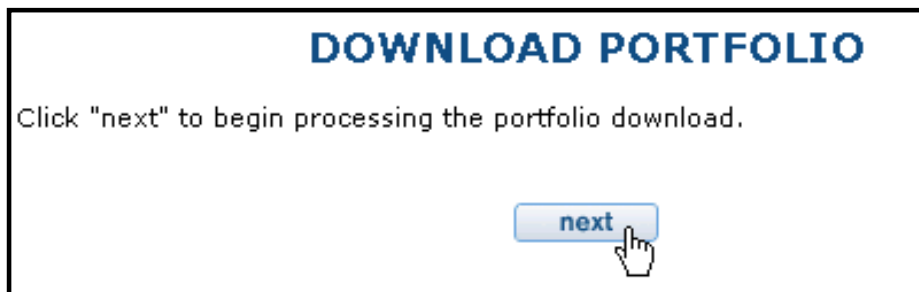
[MGMT4750 Strategic Management](#)

[Other Assignments](#)

[\[View All In This Category\]](#)

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5. Click on the "next" button.

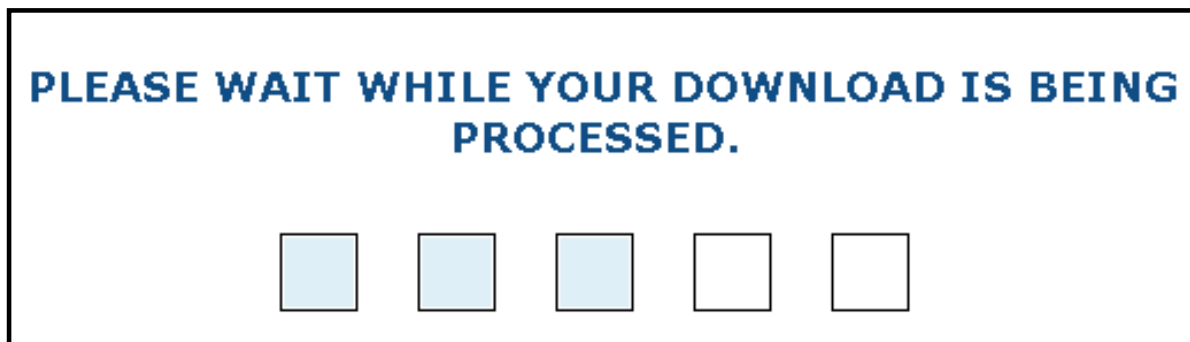
A white rectangular box with a black border. At the top, the text "DOWNLOAD PORTFOLIO" is centered in bold blue font. Below this, the instruction "Click 'next' to begin processing the portfolio download." is centered in black font. At the bottom center, there is a light blue button with the word "next" in black text. A white hand cursor icon is pointing to the button.

DOWNLOAD PORTFOLIO

Click "next" to begin processing the portfolio download.

next

6. Wait while the download request is processed.

A white rectangular box with a black border. At the top, the text "PLEASE WAIT WHILE YOUR DOWNLOAD IS BEING PROCESSED." is centered in bold blue font. Below this, there are five square progress indicators arranged horizontally. The first three squares are filled with light blue, and the last two are empty white squares with black outlines.

PLEASE WAIT WHILE YOUR DOWNLOAD IS BEING PROCESSED.

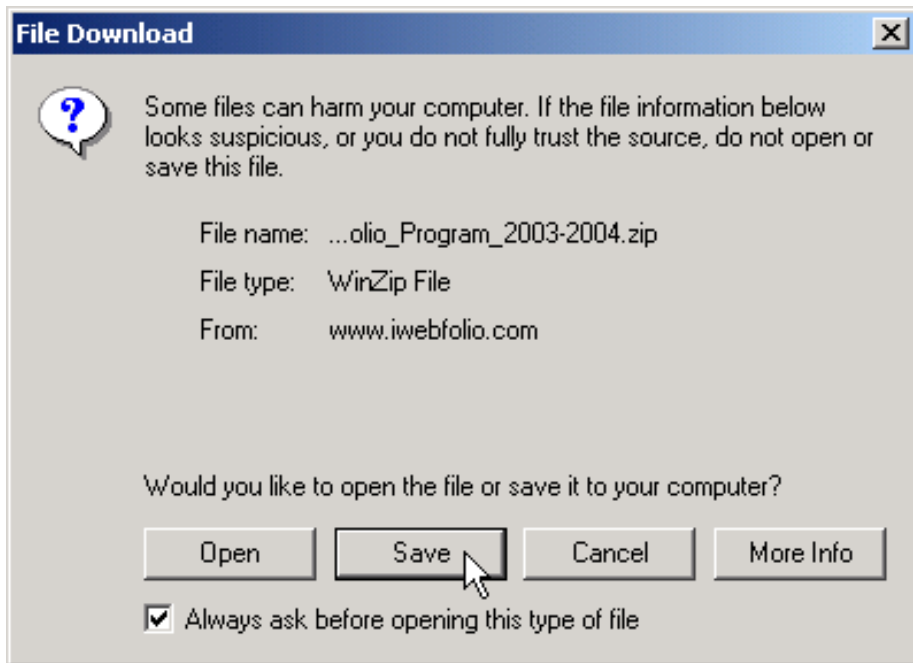
7. Click on the "download" button.

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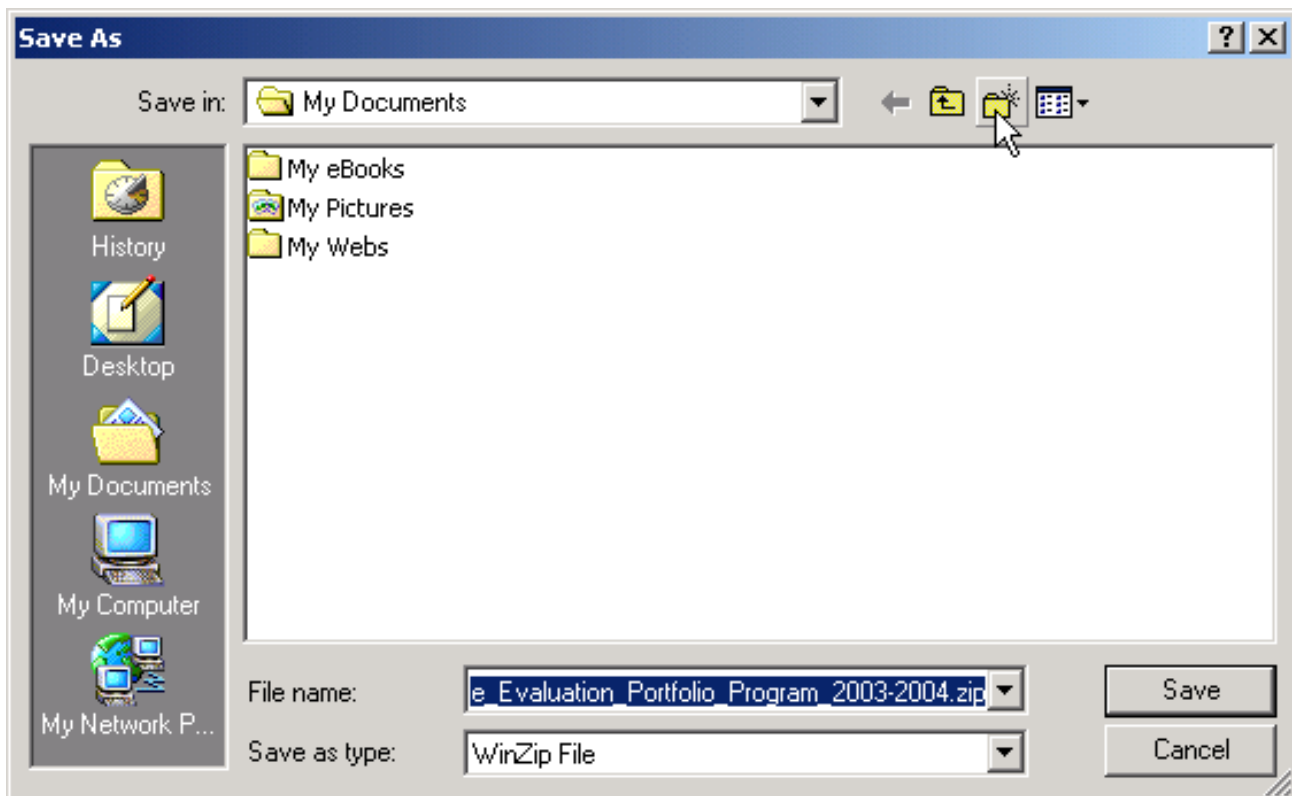
Download file created successfully. Click "download" to save the file to your computer. The format of the download file will be a zip file.

download

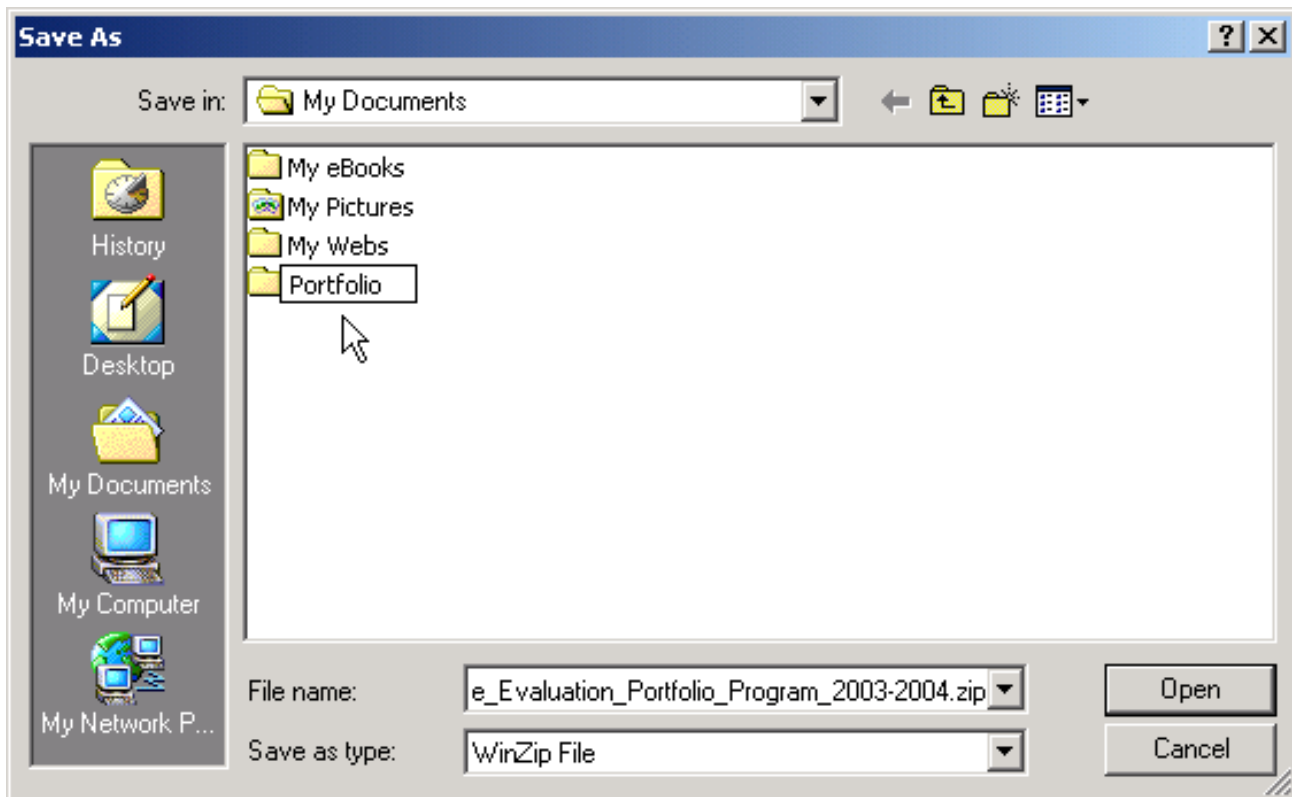
8. Click on the "Save" button.



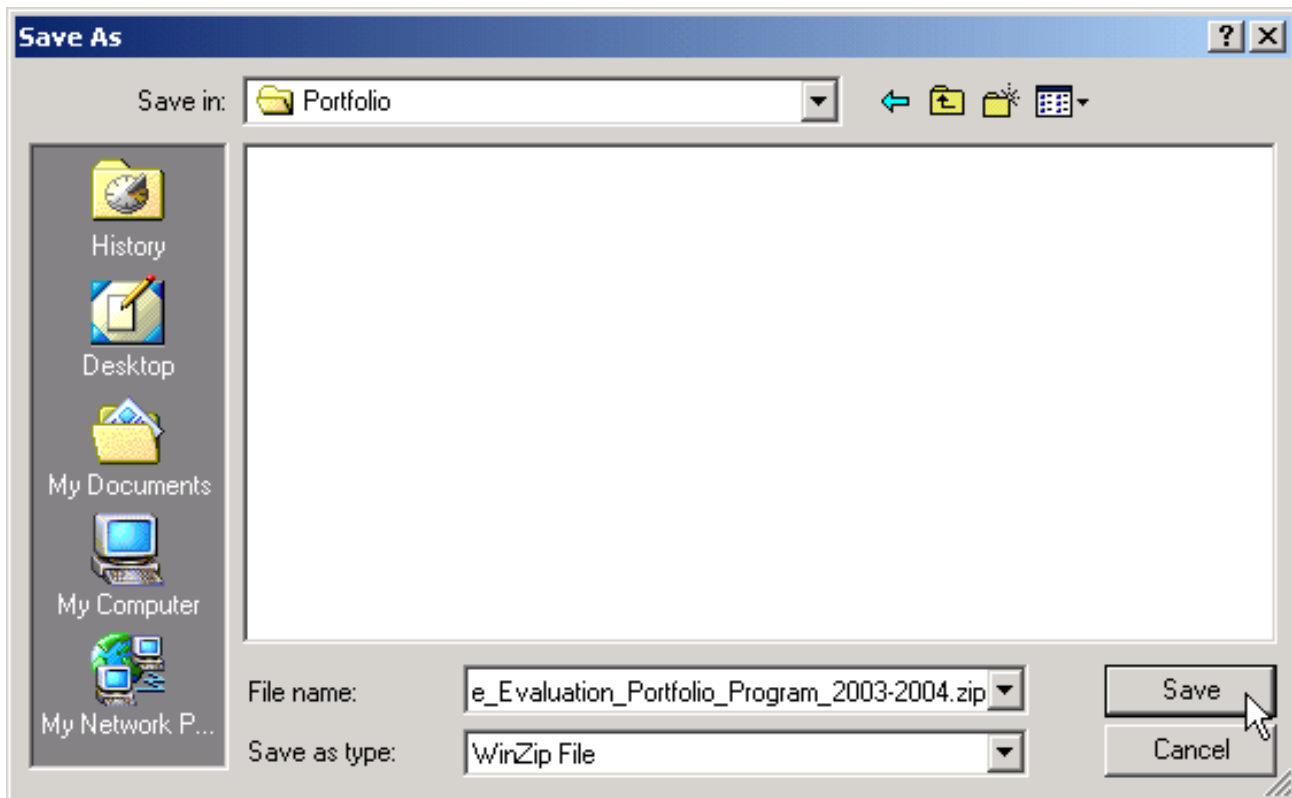
9. Locate your "My Documents" folder on your hard drive, and click on the "Create New Folder" icon.



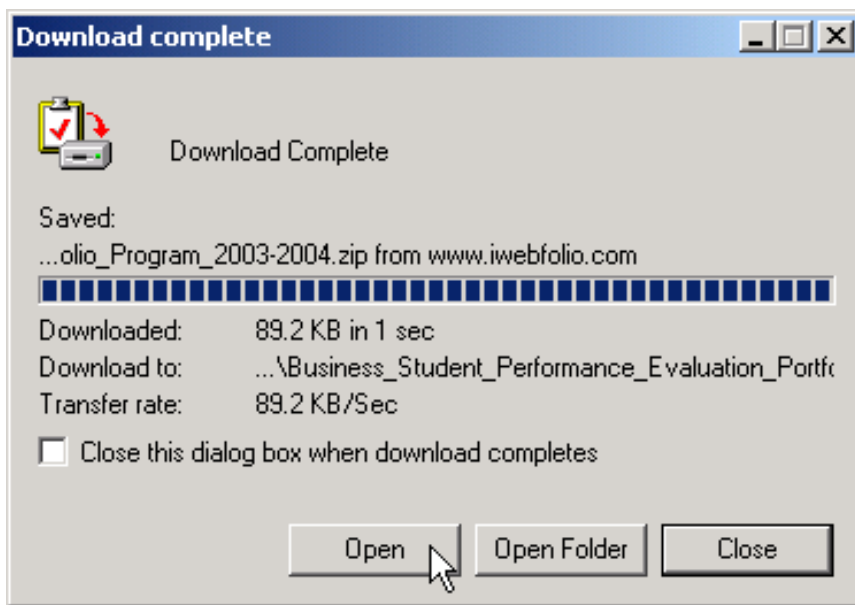
10. Enter "Portfolio" for the folder name, and press the "Enter" key on your keyboard.



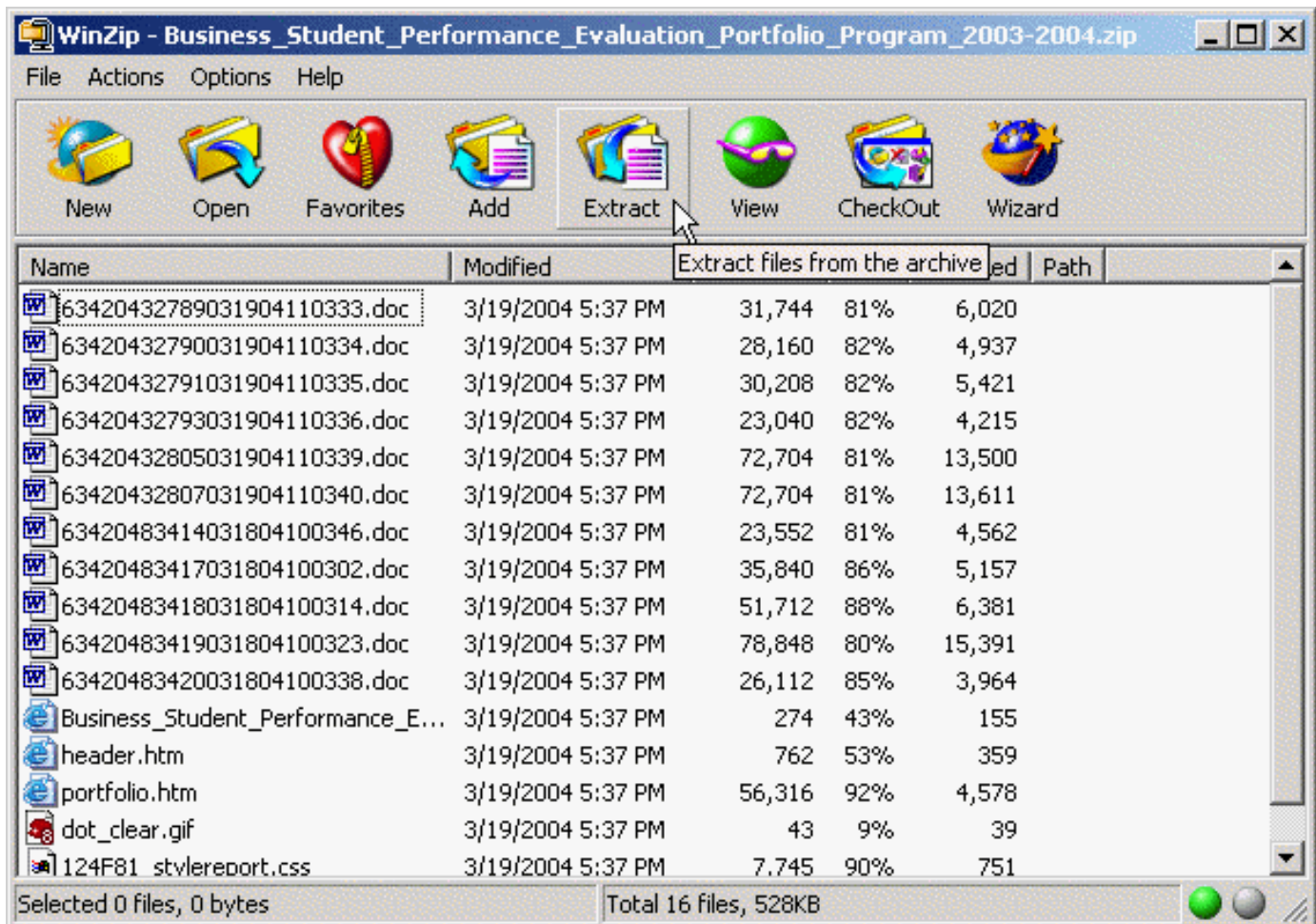
11. Double click on the "Portfolio" folder icon, and then click on the "Save" button.



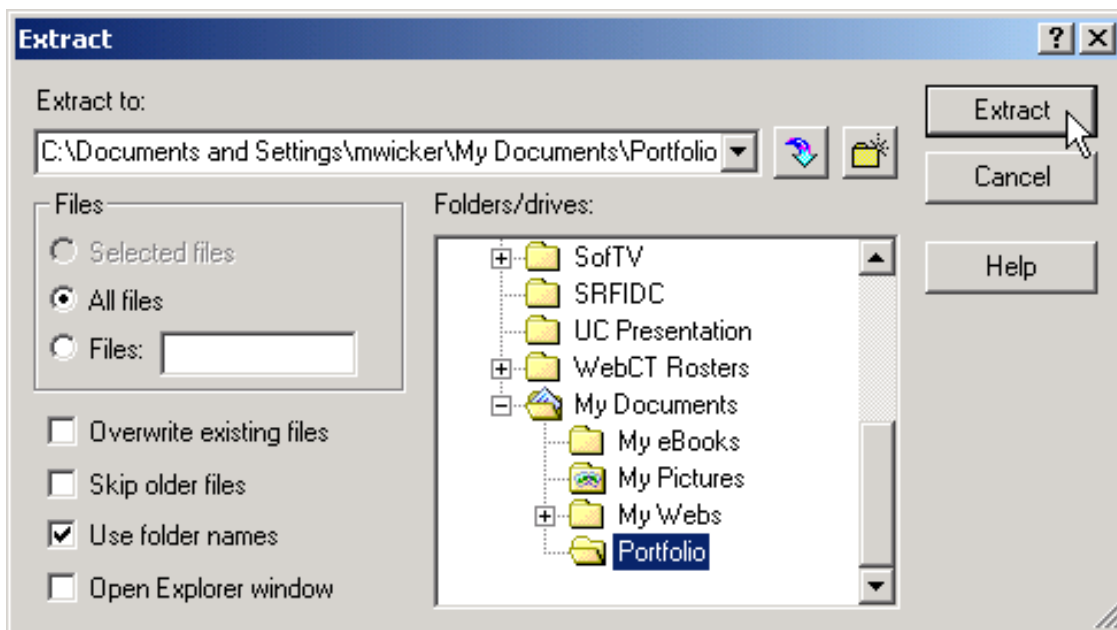
12. After the portfolio downloads to your hard drive, click on the "Open" button.



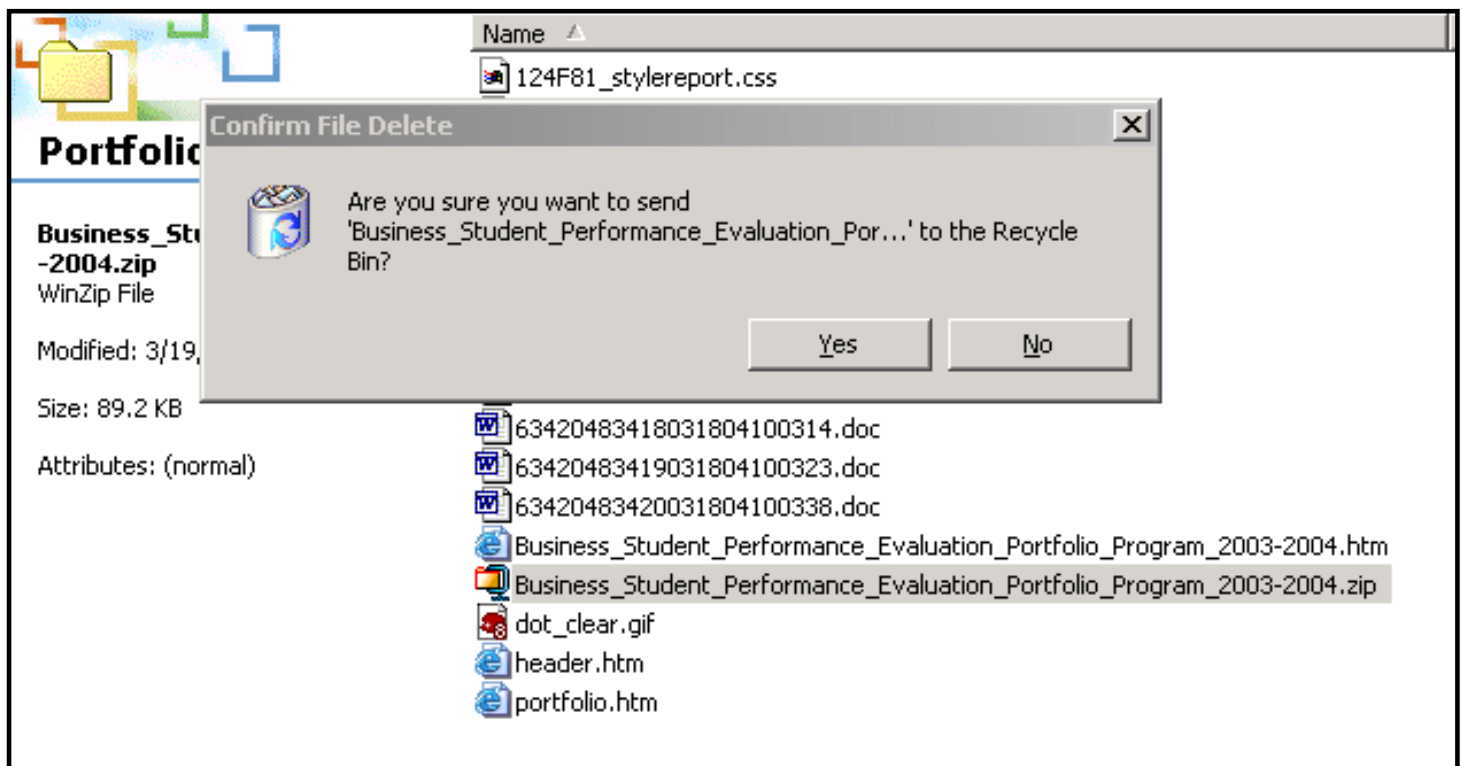
13. Your WinZip utility should open, displaying all of the files in your portfolio. Click on the "Extract" button.



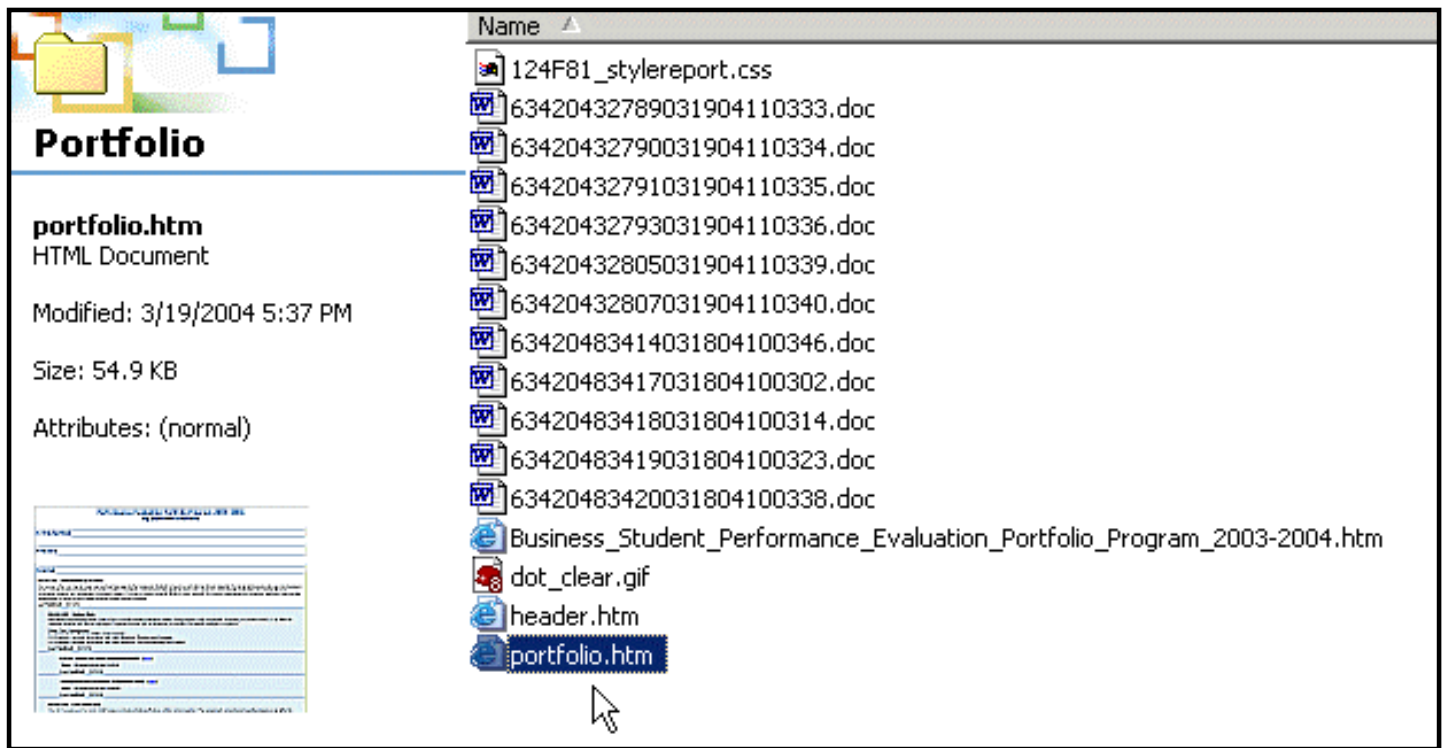
14. Select your "Portfolio" folder, and then click on the "Extract" button.



15. After the files finish extracting to your "Portfolio" folder, close WinZip. Go to your Windows Desktop and double click on My Computer. When My Computer opens, double click on "My Documents," and then double click on your "Portfolio" folder. All of the files in your portfolio, including the .zip file should be listed. You can delete the .zip file by selecting it and pressing the "Delete" key on your keyboard. Click "Yes" when prompted to "Confirm File Delete." **Note: If you want to email your portfolio to someone, you may want to keep the .zip file to send as an attachment instead of attaching all of the individual files.**



16. To view the portfolio directly on your hard drive without logging into iWebFolio, simply double click on the file named "portfolio.htm" or "Business_Student_Performance_Evaluation_Portfolio_Program.htm." Your portfolio will open in Internet Explorer. **Note: If you did not delete the .zip file, you will want to exclude it from the files that you're placing on the CD.**



14. If you want to put your portfolio on a CD to send to prospective employers, you should copy all of the files in your "Portfolio" folder to the CD. If you want to create an autorun CD, you should either link to the "portfolio.htm" or "Business_Student_Performance_Evaluation_Portfolio_Program.htm" file.