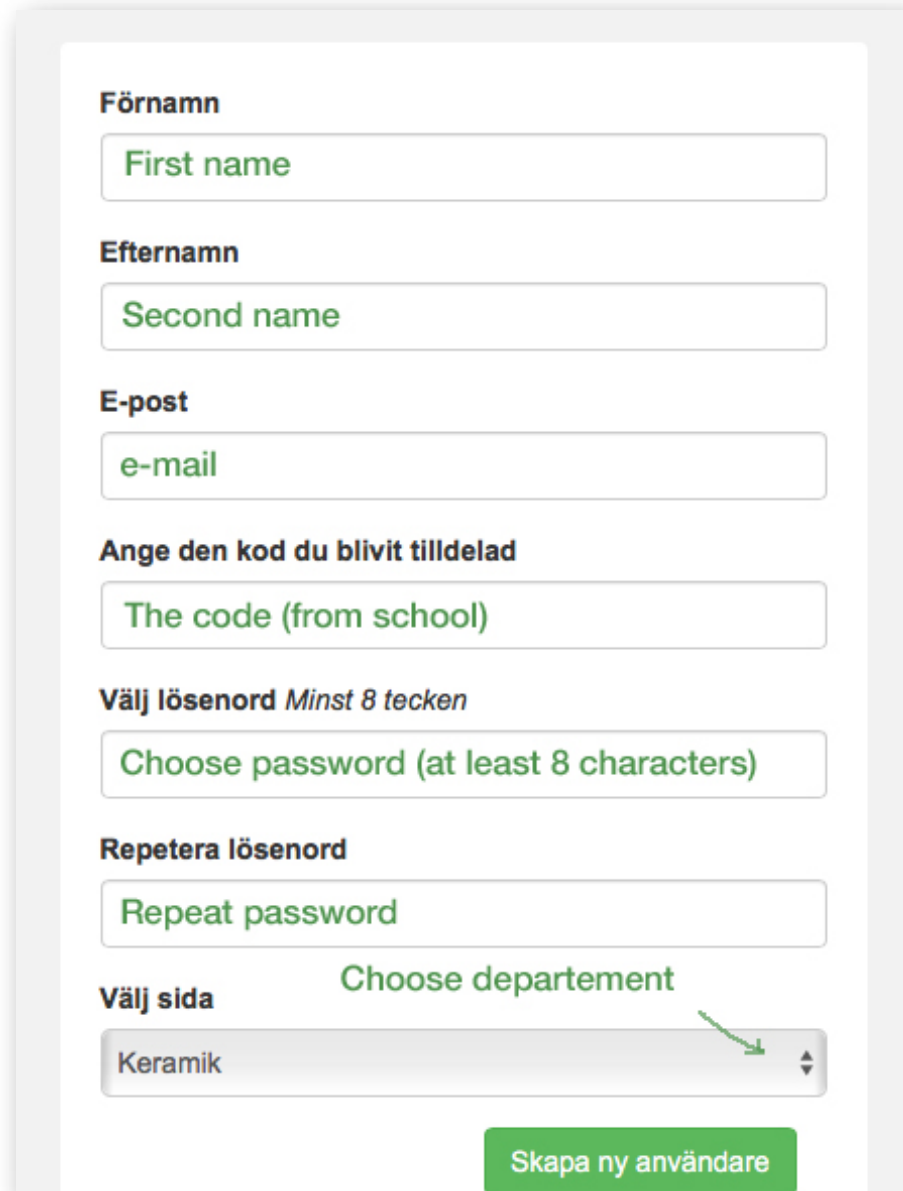


# **Manual for webportfolio**

Capellagården

## Register

1. To register, go to: <http://www.capellagarden.se/websiteuser/createuserwithcode>
2. Fill in like below



The registration form consists of several input fields and a dropdown menu, all with green placeholder text. At the bottom is a green button labeled 'Skapa ny användare'.

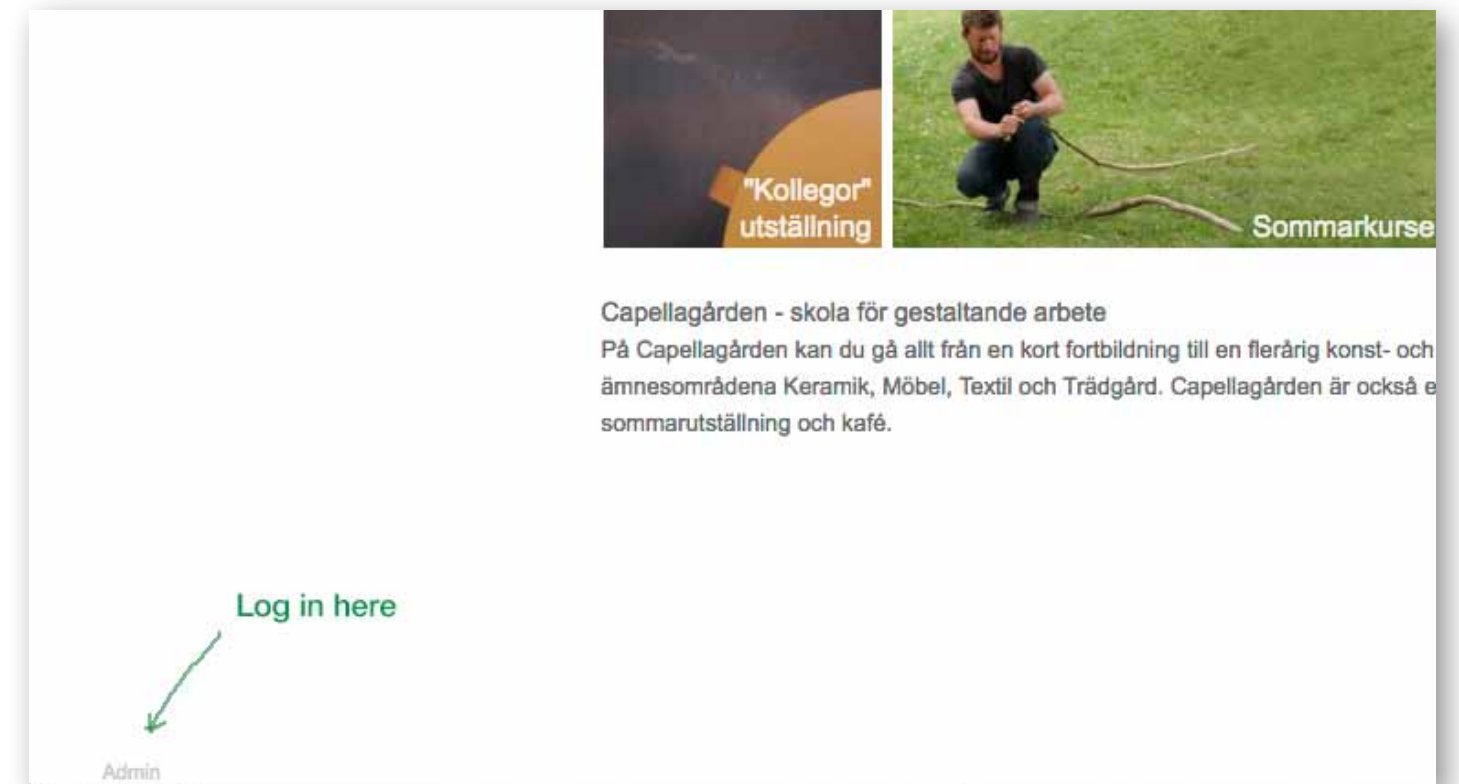
- Förnamn**: First name
- Efternamn**: Second name
- E-post**: e-mail
- Ange den kod du blivit tilldelad**: The code (from school)
- Välj lösenord** *Minst 8 tecken*: Choose password (at least 8 characters)
- Repetera lösenord**: Repeat password
- Välj sida**: Choose departement (Dropdown menu with 'Keramik' selected)

3. After a while, you will get a message like this



You will also get a confirmation by email.

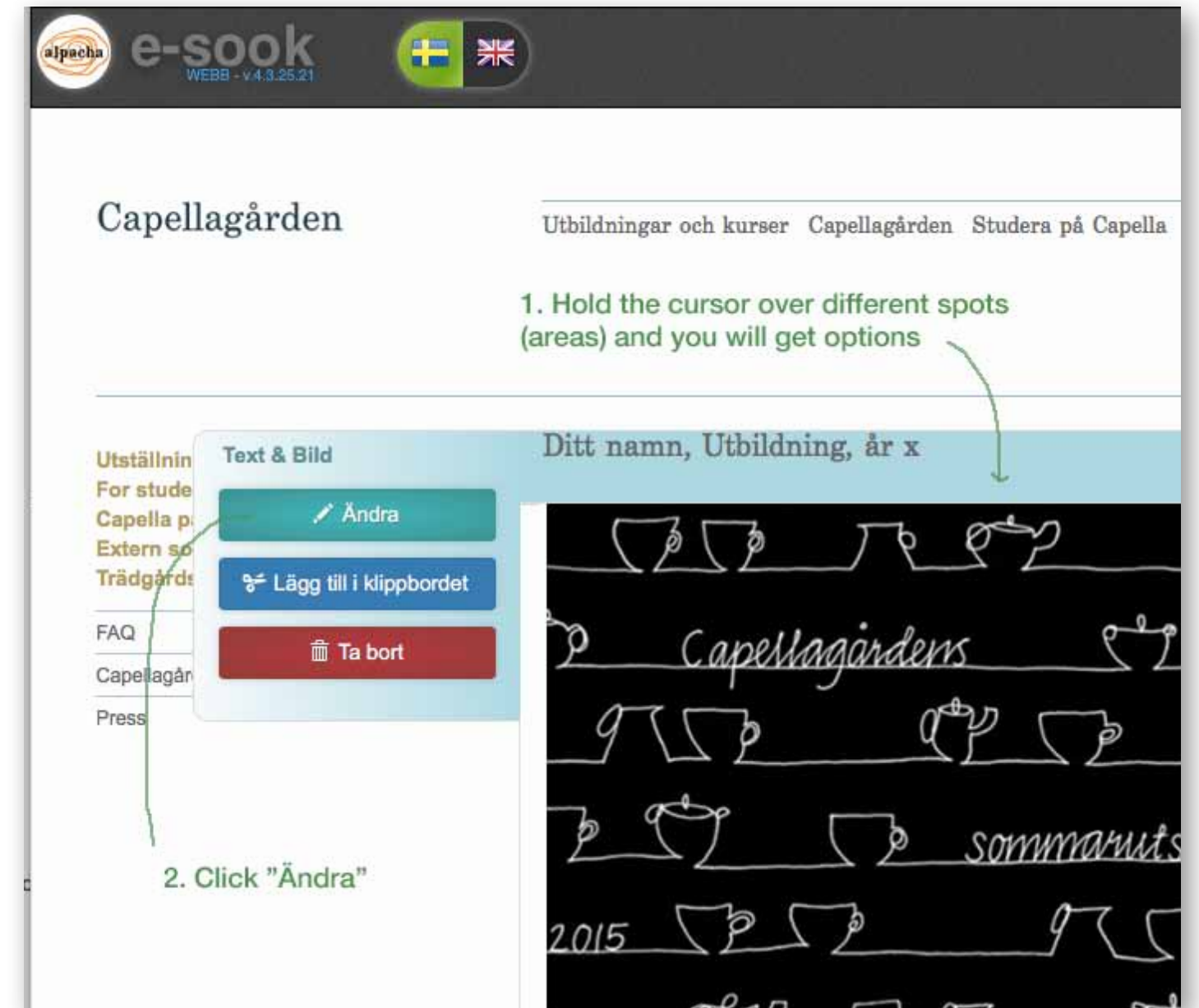
4. You are now ready with the registration. From now on you can log in to your portfolio on [www.capellagarden.se](http://www.capellagarden.se)



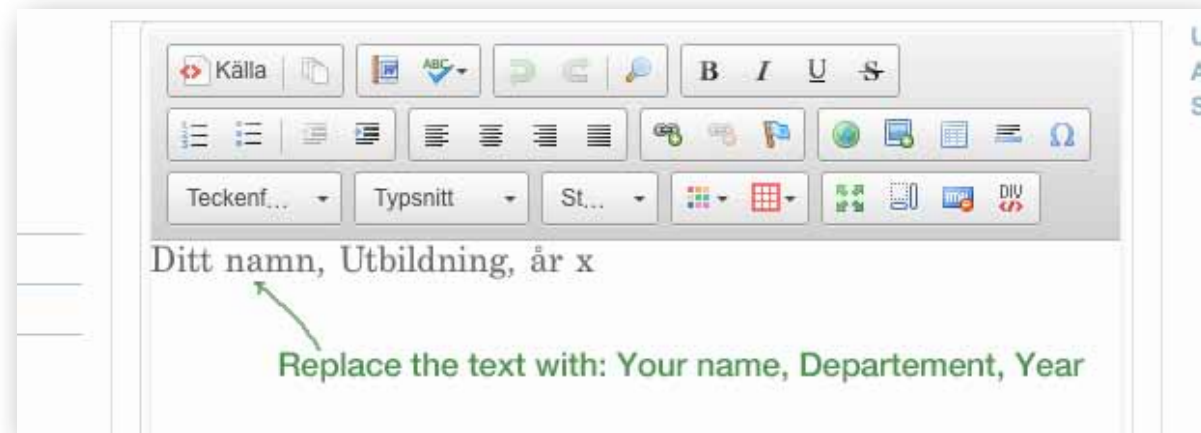
5. Log in
6. See below



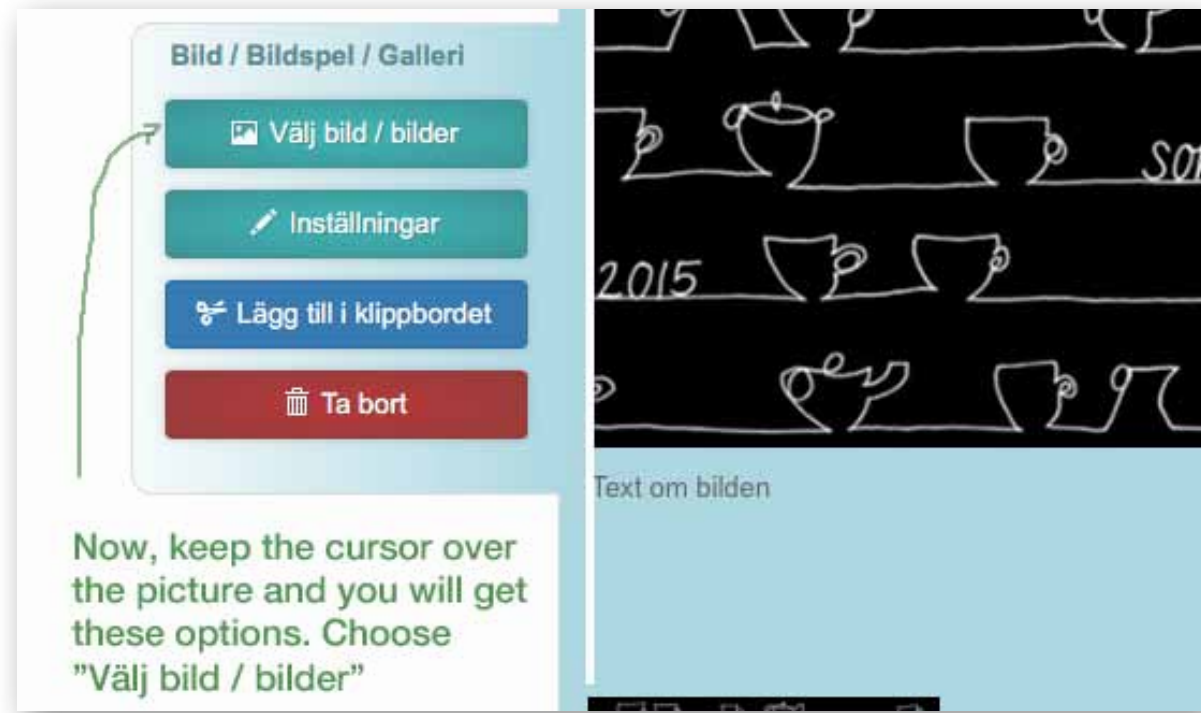
7. You are now able to administrate your portfolio.



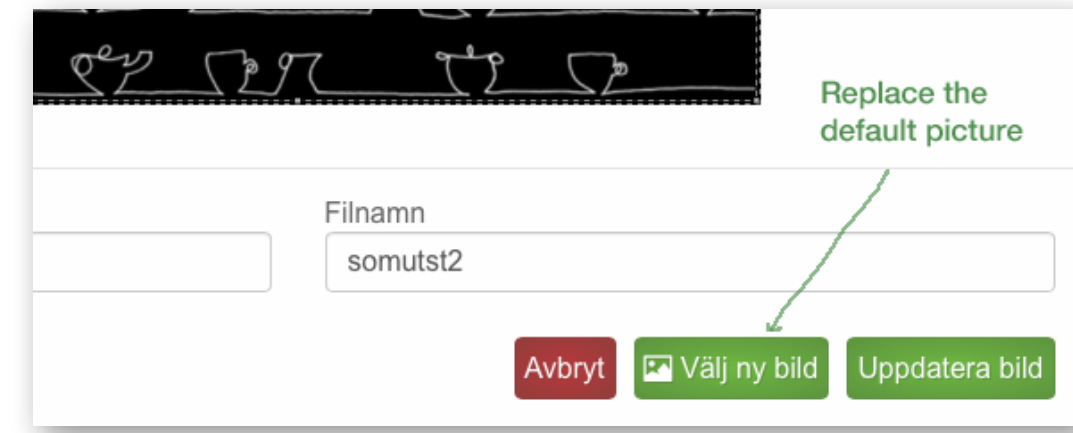
8. First of all, tell who you are



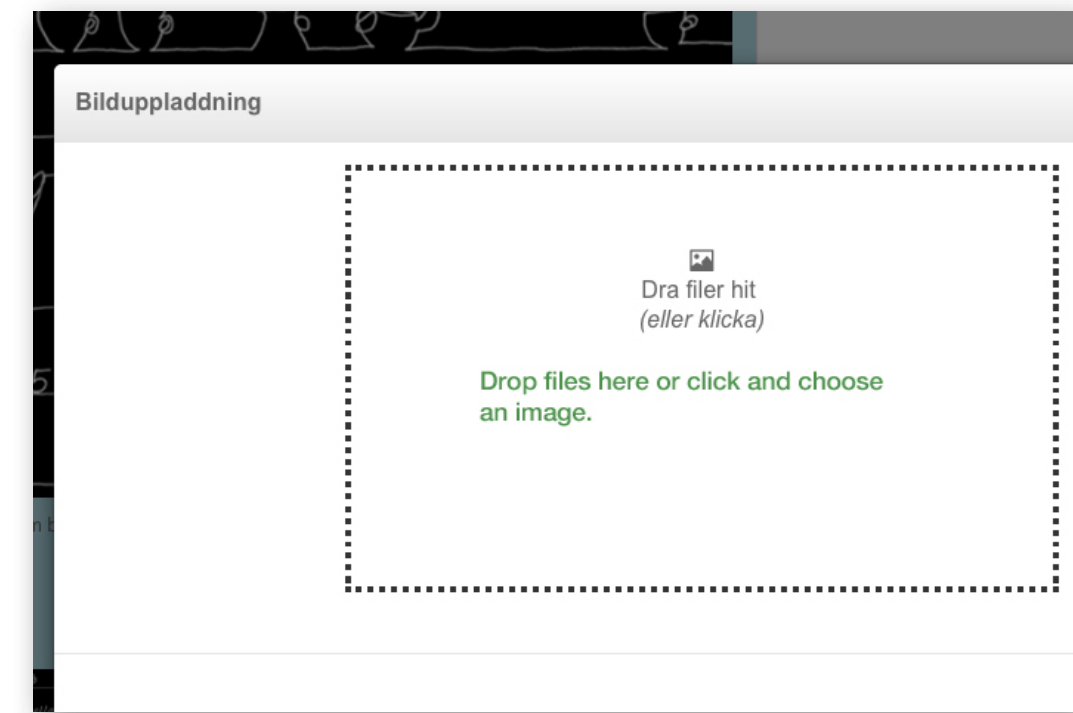
9. Save.  
10. Time to upload your images.



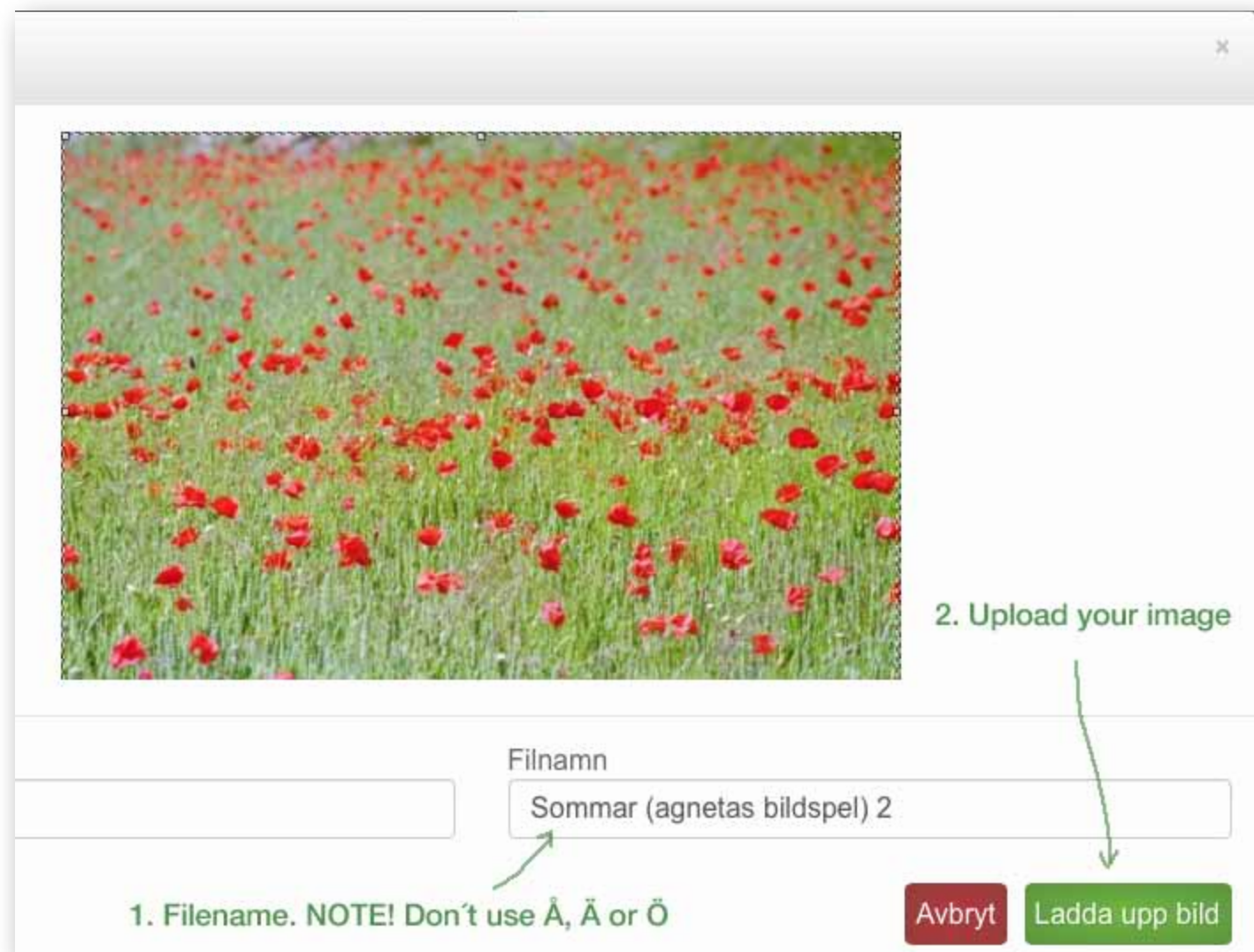
11. Replace the default image



12. Choose new image



13. When you see your image like this, it's time to upload



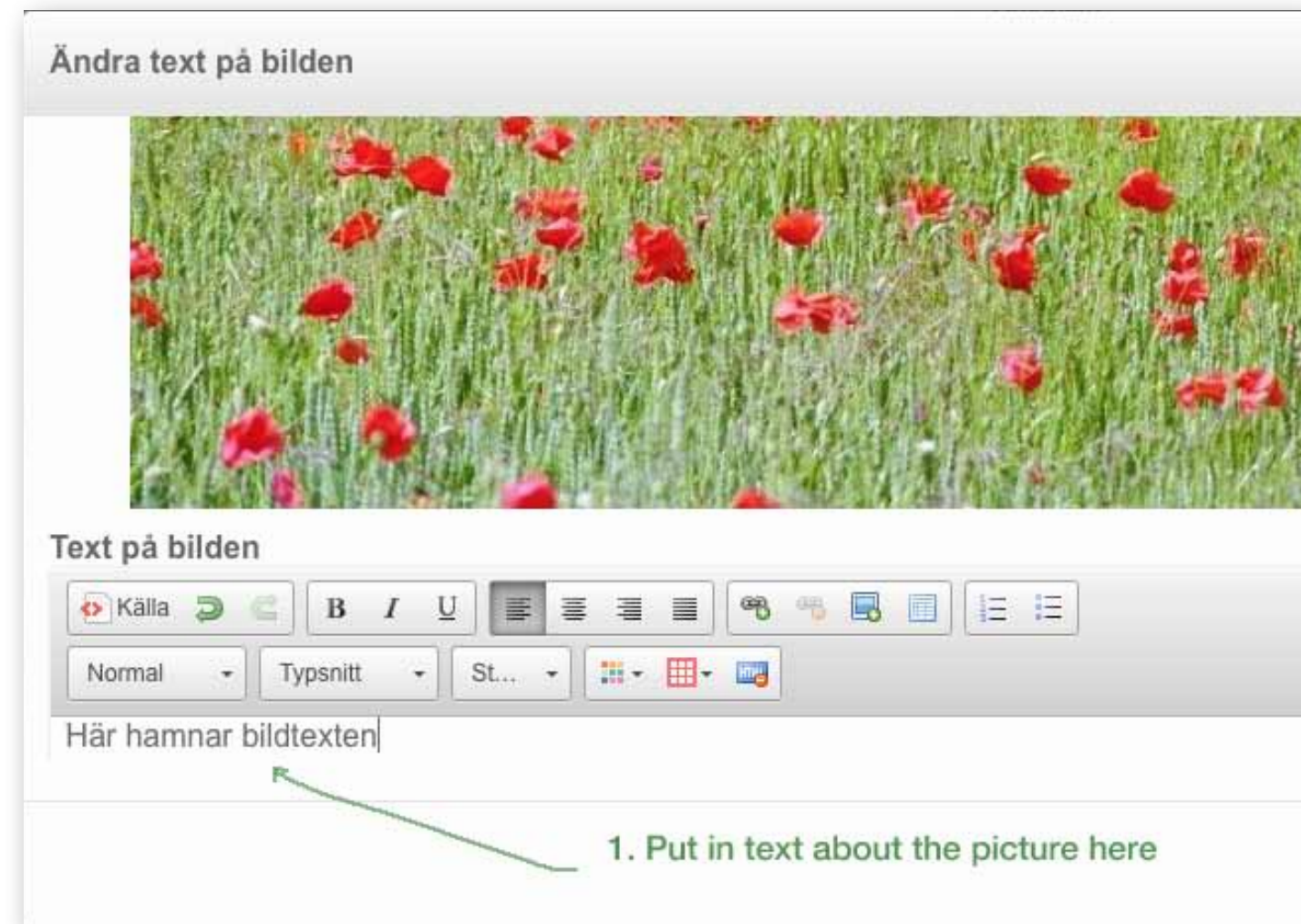
Filnamn  
Sommar (agnetas bildspel) 2

1. Filename. NOTE! Don't use Å, Ä or Ö


2. Upload your image

Avbryt Ladda upp bild

14. Put in text below the picture. Save



Ändra text på bilden



Text på bilden

Källa ↻ ↺ ↻ **B** *I* U [List icons] [Link icon] [Table icon] [Table icon]

Normal ▾ Typsnitt ▾ St... ▾ [Color palette] [Grid icon] [Table icon]

Här hamnar bildtexten

1. Put in text about the picture here

15. Done with that. To upload more images or add text, click as below

The screenshot shows the e-sook website interface. At the top left, there is a logo for 'alpacha e-sook' with 'WEBB - v4.3.25.21' below it. To the right are flags for Sweden and the United Kingdom. The main content area is titled 'Johan Ekelund, Trädgård'. On the left, there is a sidebar with links: 'Utställning "Kollegor"', 'For students - catalogue', 'Capella på trädgårdsmässa', 'Extern sommarkurs', 'Trädgårdsbutiken öppnar', 'FAQ', 'Capellagårdens vänner', and 'Press'. The main area features a large image of a field of red poppies. Below the image, there is a text input field with the placeholder text 'Här hamnar bildtexten'. At the bottom left, there is a panel titled 'Bild / Bildspel / Galleri' with two buttons: 'Välj bild / bilder' and 'Inställningar'. A green arrow points from the text 'Add, delete images or change text' to the 'Välj bild / bilder' button.

16. It will look like this

The screenshot shows the image editing interface. At the top right, there are buttons for 'Ny bild' and 'Ändra inställningar'. The main area displays a small image of white flowers. Below the image, there are three buttons: 'Ta bort', 'Ändra text', and 'Beskriv/Byt bild'. A tooltip 'Ändra text på bilden' is visible over the 'Ändra text' button. To the right, there is a 'New image' label with a line pointing to the 'Ny bild' button. Below the image area, there is a 'Change text' label with a line pointing to the 'Ändra text' button. At the bottom right, there are buttons for 'Stäng' and 'Ny bild'. A green text box says 'Changes will take place when you close' with a line pointing to the 'Stäng' button.

17. When you are done, log out or just close the browser window. All the blue areas will disappear. They are only present when you are administrating the portfolio.

**Hope you have been hanging in there!**