

## Use of Multimedia in eFolio

*You can create or view your eFolio site using a Mac or PC. However, multimedia files should be set-up and tested for compatibility with both platforms and both major browsers (Internet Explorer and Netscape Navigator). Your eFolio site only allows for 3mb of storage, so edit wisely.*

### **Using Video Files with eFolio**

*You can create your video introduction using either a Mac (iMovie) or a PC (Windows Movie Maker). If you create your movie on a Mac, Windows users will need Quicktime to view it. If you create your movie on a PC, Mac user will need Media Player to view it. Both of these are free downloads from Apple and Microsoft.*

- Using iMovie
  - Import the footage you wish to include in you eFolio video introduction.
  - Edit this footage to 10 seconds or less (you have limited space for your video)
  - Click “File” and “Export” to export your video. Select “To Quicktime” from the first pull-down menu, and “Web” from the second.
  - Name and save the file to your computer; probably in the folder you’ve selected to hold all of your eFolio elements.
- Using Movie Maker
  - Import the footage you wish to include in you eFolio video introduction.
  - Edit this footage to 10 seconds or less (you have limited space for your video)
  - Click “Finish Movie” on the left side of the screen and select “Save to my computer”
  - Name and save the file to your computer; probably in the folder you’ve selected to hold all of your eFolio elements.
  - From the “Save Movie Wizard” screen, click “show more choices”
  - Click “Other Settings” and choose “Video for Broadband (150kbps)” from the pulldown menu.

### **Using Audio Files with eFolio**

*You can create your audio file using either a Mac (iMovie) or a PC (Windows Movie Maker). If you create your movie on a Mac, Windows users will need Quicktime to view it. If you create your movie on a PC, Mac user will need Media Player to view it. Both of these are free downloads from Apple and Microsoft.*

- Using iMovie
  - Open a new iMovie project
  - Click the Audio Pane.
  - Click the red record button and begin speaking. Be sure to speak loudly and clearly enough to produce a good sounding file.
  - Edit this footage to 10 seconds or less (you have limited space for your video)
  - Click “File” and “Export” to export your video. Select “To Quicktime” from the first pull-down menu, and “Web” from the second.
  - Name and save the file to your computer; probably in the folder you’ve selected to hold all of your eFolio elements.

- Using Movie Maker
  - Open a new Movie Maker project.
  - Click the small microphone icon near the left side of the timeline
  - Click the “Start Narration” button begin speaking. Be sure to speak loudly and clearly enough to produce a good sounding file.
  - Click “Save”.
  - Click “Done” and you’ll return to the main window.
  - Edit this footage to 10 seconds or less (you have limited space for your video)
  - Click “Finish Movie” on the left side of the screen and select “Save to my computer”
  - Name and save the file to your computer; probably in the folder you’ve selected to hold all of your eFolio elements.
  - From the “Save Movie Wizard” screen, click “show more choices”
  - Click “Other Settings” and choose “FM quality audio (32kbps)” from the pulldown menu.

### **Uploading Video and Audio Files to your eFolio**

- Log into your eFolio as the administrator. Typically this will be at <http://username.efoliomn.com/admin>
- Go to “Content Tools”
- Pick the section you want to place your video in.
- Go to “Section Intro” or “Item”, then click “Edit”.
- Go to “Video” or “Audio” in the “Attachments Section”.
- “Browse” for the item you need; it should be located in the folder you’ve designated on your laptop.
- Click “Upload”
- Be sure to log out when you’re finished and check your live site to make sure everything is working.

### **Need more space? Using HTML Files with eFolio**

*You can create text content for your eFolio using nearly any word processing software. Note the Microsoft Word is the most common and is supported by Winona State University. Although you can upload Word files to your eFolio site, they can be large and take up valuable storage space. Consider using HTML rather than a Doc to save space.*

- Upload a document as an HTML File
  - Open your Word document.
  - Click “File” and select “Save as a Web Page”
  - Log into your eFolio administration page
  - Select the page on which you’d like your document to be saved.
  - Click “Edit”
  - Click on the “Document Attachment” link found on the toolbar.
  - Click on the browse button and highlight the \*.html file that you created.
  - Click the “OK” button to get back to the eFolio page.
  - Click the “Upload” button
  - Click the “Finish” button to save your changes