

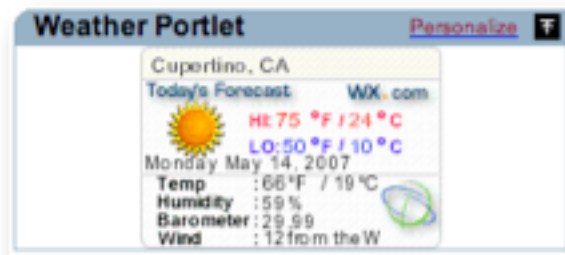
Customizing Your My Page Tab

The “My Page” tab allows you to put just about any information you want on it (as long as it’s available on the web in the correct format), or as little information as you want. It is relatively easy to customize it to your desires.

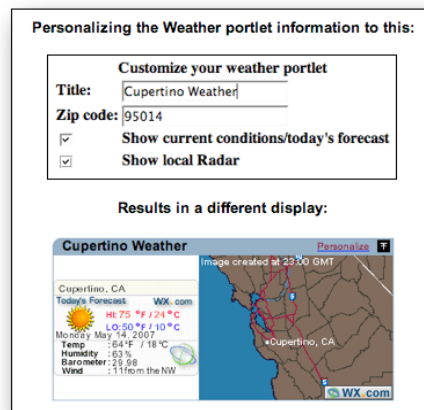
First, you need to understand that there are two ways to customize your “My Page” tab: (1) you can customize individual portlets on the page to deliver information you want, or (2) you can customize the page by adding or deleting portlets.

Customizing Individual Portlets

Portlets that can be customized are so indicated by having either “Customize” or “Personalize” in their title bar. For example, the weather portlet (shown below) has “Personalize” in its title bar.



When you click on “Personalize” (or “Customize”) the portal will then display a new page allowing you to modify what will be displayed in the portlet (in this case the Weather Portlet). You then can modify the portlet settings to your needs and interests. For the Weather Portlet you need to enter the zip code of the location for which you want the weather (example: 95014 for Cupertino). You can change its name – it’s generally a good idea to put the name of the location (Cupertino, in this case) in case you have other instances of the weather portlet on your My Page. (Yes, you can have more than one instance of a portlet on a page!) You can also set the portlet to display the current conditions and/or the local radar by checking the appropriate box(es). As you can see from the illustration below, the changes indicated result in different information being displayed than the original portlet.



You can personalize or customize any portlet that is labeled “Customize” or “Personalize” in this manner, and each portlet will have different properties you can change.

Now for more of a challenge! Let’s modify the “Favorites” portlet in the middle column so you can add more links to your favorite web sites.

To personalize your “Favorites Portlet,” click on the “Customize” link in the “Favorites Portlet” header to display a page containing the following information:

Add Or Edit Favorites
Click the link below to add, edit, move, or delete favorites or favorite groups in the Favorites portlet.

[Add Or Edit Favorites](#)

Favorite Portlet Settings
Enter the name that you want to appear in the Favorites portlet header, and choose whether to show favorites hierarchically under their favorite groups, or as a flat list. Select whether to include the default favorites in the portlet as well as the user's own favorites, whether to open all the favorites in a new browser window, and whether to show all favorites or to limit the portlet to a specific number of favorites.

Display Name:

Structure:

Display Default Favorites

Open Favorites In New Browser Window

Display: Show All Limit List To

This is the area where you can customize how the “Favorites Portlet” displays information.

First, let’s add to the list of favorite web sites by clicking on the “Add Or Edit Favorites” link near the top of the page. The page will be replaced with another page that reads:

Add your own favorites and favorite groups, or edit, delete, or move existing ones.

Actions [Create Favorite](#), [Create Group](#)

Click on the “Create Favorite” link and after the page has been updated type, “De Anza Home Page” into the “Display Name” field and “www.deanza.edu” after the “http://” in the “URL” field. If you choose to so, you can enter information in the “Description” field (like “This is the URL for the De Anza College home page”).

Click on the “Create” button, then after the page refreshes, click on the “Close” link in the upper right corner of the page.

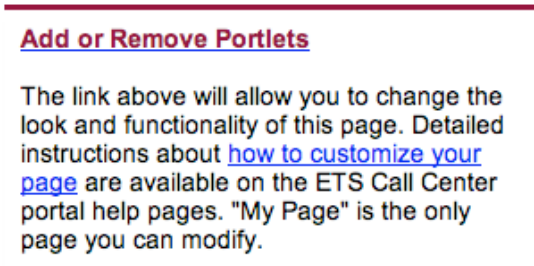
Now let’s change the name displayed for the portlet by changing the Display Name field to read to “My Favorite Web Sites” then click on the “OK” button. You should now see that your “Favorites” portlet has been updated to look like that below:



See how easy it is to add a portlet and create a custom list of your favorite web pages? You should now be able to figure out how to customize any portlet from your “My Page” tab following those same principles.

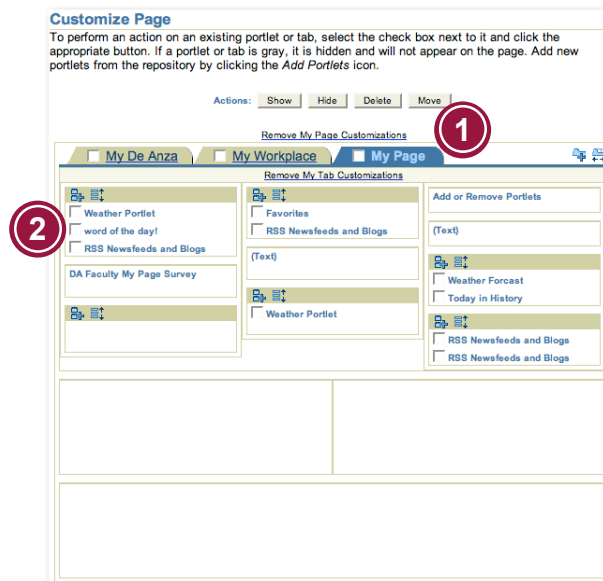
Adding and Deleting Portlets

Adding portlets to your “My Page” tab is more complex because it takes more steps. First you need to click on the **Add or Remove Portlets** link at the top of the right column on the “My Page” tab (see illustration below).



(As you can see in the illustration above, you can also click on the “how to customize your page” link to learn how to do this. So if you lose this material you can always go there!)


When you click on the **Add or Remove Portlets** link a new page will appear in your browser. That page will contain information as shown the illustration below. (The numbers have been added here to help with your understanding; they are NOT on the actual web page.)

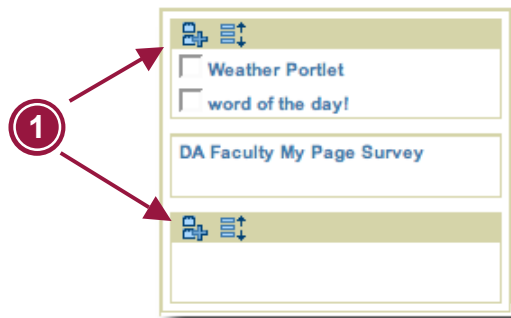


The graphics on this page represent the current layout of your portal environment. Each tab in the graphic corresponds to a tab in your portal environment. Note that they are labeled “My De Anza,” “My Workplace,” and “My Page.” Note also that the “My Page” tab is highlighted in blue (designated by the #1) to indicate that you will be modifying that tab.

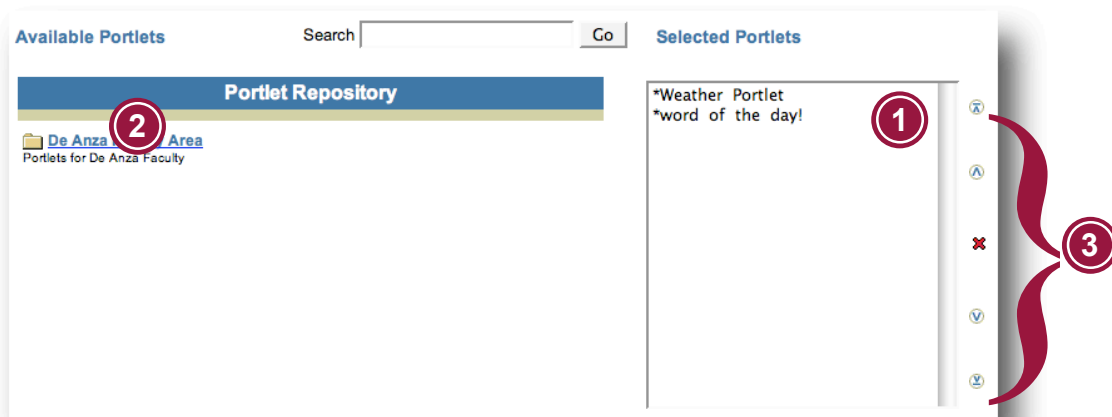
The graphics beneath the tabs represent the current layout of your “My Page” tab. As you change the settings for your “My Page” tab the graphics here will change accordingly.

Let’s make some changes to the left column of the page (the column designated by the #2 above). As you can see, this is the column that has the portlets for the weather, the Word of the Day, and the DA Staff My Page Survey. Note that the Weather Portlet and the Word of the Day have check boxes in front of them. By clicking on the check box and then clicking on the **Delete** button you can remove any portlet with a check box from your My Page tab. (But **don’t** do that now! First, you need to learn how to add portlets.)

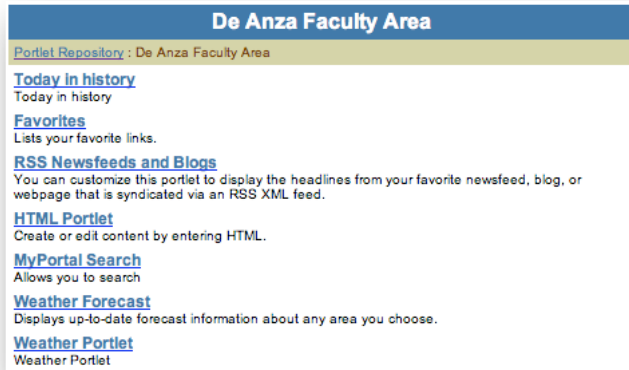
You can add portlets to your “My Page” tab by clicking on any “Add Portlets” icon  located above each section of a column of portlets (indicated by #1 in the illustration below).



When you click on this icon the web page will refresh and you will be taken to a portlet repository page (see illustration below for the key work area of that page). Note that this page shows you what portlets are currently available for the left column of your “My Page” (#1 below), and a link to the repository for portlets available to staff, labeled “De Anza Staff Area.” (#2)



Click on the “De Anza Staff Area” link (#2 above) to see a selection of portlets that can be added to this column. The page will change to list those portlets available for staff use (as illustrated below).



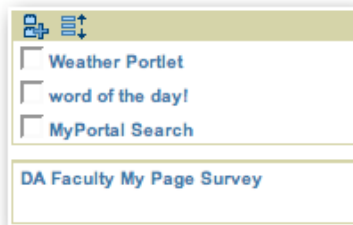
Clicking on any of the choices (Today in History, Favorites, RSS Newsfeeds and Blogs, HTML Portlet, MyPortal Search, Weather Forecast, and Weather Portlet) will add that portlet to the list of “Selected Portlets” in the box on the right.

Let’s try making a change now. Click on the “MyPortal Search” link and see how it is added to the column on the right.

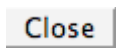
We are finished adding portlets for now, although you can add more than one portlet at a time, so click on the **OK** button at the top right of the page.



Note that the next page will show the “MyPortal Search” portlet added to the upper left column area of your “My Page” tab, and it should look like the illustration below.



Now click on the “Close” button in the upper right corner of the page.

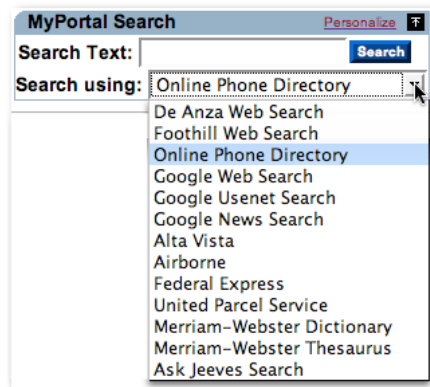


When the portal page is displayed showing the “My Page” tab you should now see the new “MyPortal Search” portlet underneath the “Word of the Day” portlet in the left column (as illustrated on the next page):



You can now use your “MyPortal Search” portlet to search any number of resources, including the FHDA Online Phone Directory (just type the last name of any employee in the district into the **Search Text:** field to get their phone extension.

If you want to search other resources, like the De Anza College web site, a thesaurus, or track a package that’s been shipped via Airborne, Federal Express, UPS, just select that choice from the pull down menu then enter the text you want to search for into the Search Text: field. (See illustration below.)








You can also personalize the search portlet so that the pull down menu defaults to a different search engine than the FHDA phone directory. Just click on the Personalize link and select the tool you want.

Rearranging Your Portlets Within a Column

You can also arrange the order of the portlets displayed in any column, so you can have the portlets you read most often at the top of the page. To change the order of any column go back to the “Customize Page” page (click on the “Add or Remove Portlets” link) and select the portlet you want move by clicking in the box to the left of the portlet you want to move. Then click on the appropriate icon to the right of the column (see #3 on page

4). Each icon represents a different action for the selected portlet. The table below provides the functionality of each icon for moving the portlets within (or out of) the column.

-  = Moves to the top of the column
-  = Moves up one portlet
-  = Deletes the portlet from the column
-  = Moves down one portlet
-  = Moves to the bottom of the column

This completes the lesson. You now have the basic skills to set up your “My Page” tab as you wish.