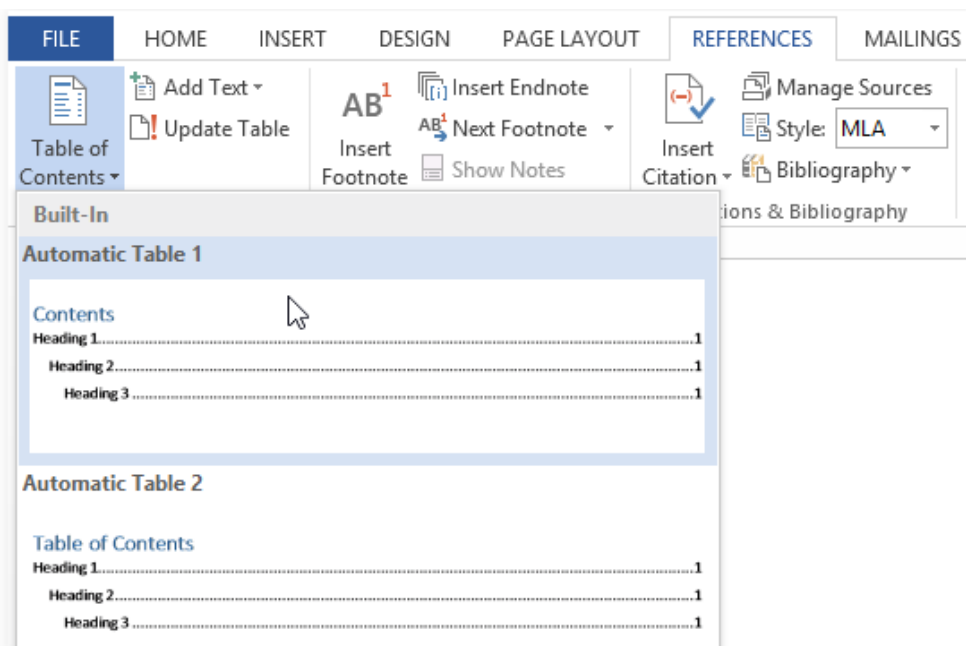


e-Portfolio tips and information

The following information will help in the production of a single document electronic portfolio, containing the all-important automatically updating table of contents. Also included are a few key tips and reminders for important inclusions that should be considered for the portfolio.

1) Table of contents

To create an automatic table of contents, open a word document, and then go to the REFERENCES tab, select 'Table of Contents', and then select 'Automatic table of contents'.



Now, from the 'home' tab: The STYLES section on the right hand side, 'Heading 1' is used for 'Titles' of sections; i.e. 'Clinical practice' or 'Equipment'. And 'Heading 2' is used for subsections; i.e. 1.1 Gamma camera, 1.2 Bone scans, 1.3 Renograms. For Example, type 'Clinical Practice' on a page below your table of contents...

Clinical Practice

Clinical Practice ← Highlight the text and select 'Heading 1' from styles

Clinical practice

This creates a title heading for a section.

Then to add sub sections, use 'Heading 2' from styles. For example

1.1 Bone scans

1.1 Bone scans ← Highlight the text and select 'Heading 2' from styles

1.1 Bone scans

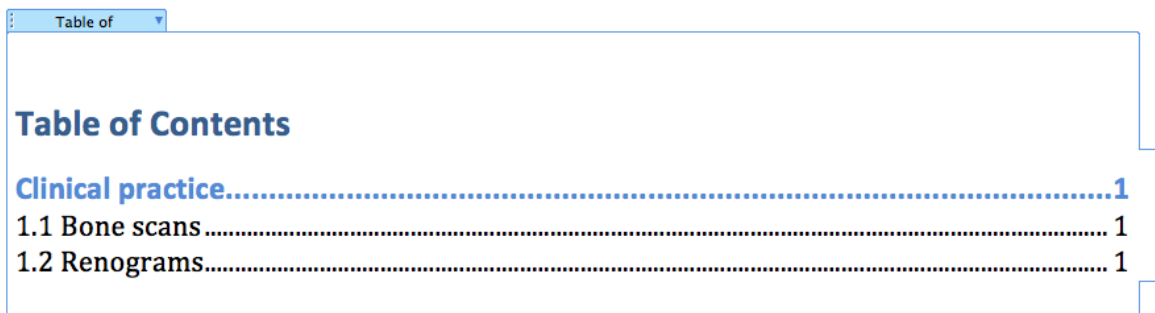
Now go to the 'table of contents' and click the top of the table, then the drop down menu, and select 'Update entire table'. This will now automatically enter the section into your table of contents. If you wish to add further subsections, just repeat the above steps for subsections. For example.....

1.2 Renograms

1.2 Renograms ← Highlight the text and select 'Heading 2' from styles

1.2 Renograms

Then 'UPDATE ENTIRE TABLE'



The screenshot shows a 'Table of Contents' table with the following entries:

Table of Contents	
Clinical practice.....	1
1.1 Bone scans	1
1.2 Renograms.....	1

As you can see, the table of contents has now updated with your section title, as well as following sub sections. As you continue to write and add to each section the page numbers will automatically be updated when you click 'Update entire table'. When you are ready to start a new section, for example, 'Legislation'...

Legislation

Legislation ← Highlight the text and select 'Heading 1' from styles

Legislation

Then, as before, click on your table of contents and select 'Update entire table'. This will add a new section to your table, with page numbers automatically updated.

Table of Contents

Clinical practice	1
1.1 Bone scans.....	1
1.2 Renograms.....	1
Legislation	2

Then you may add subsections to this by following the process as mentioned above. For example....

1.1 IRR17

1.1 IRR17 ← Highlight text and select 'Heading 2' from styles

1.1 IRR17

Then 'Update entire table of contents'

Table of Contents

Clinical practice	1
1.1 Bone scans	1
1.2 Renograms.....	1
Legislation	2
1.1 IRR17	2

By using the automatic table of contents you can also 'drag and drop' or 'copy and paste' individual pieces of work you may have already done, and insert them into your portfolio and table of contents. Once you have placed the piece of work into your portfolio, you simply then just have to highlight the title of the piece of work and apply the appropriate 'heading' from styles, and then 'Update entire table'.

2) Hyperlinks

Hyperlinks are a very useful way of linking pieces of work and individual sections within your electronic portfolio. To use hyperlinks all you have to do is highlight the word that you want to hyperlink, for example, a section from your table of contents, i.e. Clinical practice, then right click on the mouse, select hyperlink, then select 'place in this document' and select the corresponding section within your portfolio that you wish to hyperlink to. Once hyperlinked, hover over the word and press the 'Control' button on the keyboard, then click on the word with the left mouse button, it will take you directly to the desired section within the portfolio. To return from the hyperlink to the original location, press 'Alt + left arrow key': this will return you to the original point in the text.

3) Inserting training forms/certificates of achievement

Any 'training forms' or 'certificates of achievement' can be scanned into a computer and the file then inserted or 'dragged and dropped' into the desired section within your electronic portfolio.

4) Patient information

A gentle reminder that when building an electronic portfolio and inserting documents, images or other relevant information, it is hugely important, and a necessity, to ensure that all of your work is completely anonymised and be void of CHI numbers, patient name, address, date of birth etc.

5) Reflective practice

This is worth 20% of your overall portfolio mark: For the reflective practice in electronic form, an excellent option would be to use the IPEM **Clinical Technologist Training Scheme REFLECTIVE PRACTICE GUIDANCE** notes and associated template, available on the IPEM website. The use of the 'Gibbs's reflective cycle' is also another excellent way of creating a reflective practice structure and template. There are others, but irrespective of which one you choose, having a solid template and structure that is easily inserted into your portfolio and updated, will help a lot.

6) Referencing system

Use of the Harvard or Vancouver referencing system is strongly recommended with regards to referencing material. It is acceptable to reference each piece of work individually, as opposed to having a continuous long running reference stream from page one until the end.

7) Summary

The 'Table of contents' is the basis for creating a single document electronic portfolio. Once you have followed the steps above and inserted the table of contents into a document, you can continue to add to the document by writing new sections, subsection, or by dragging and dropping/copy and pasting previously written files/documents. Then, by simply applying the appropriate 'Heading' style to the piece of work and 'Updating entire table', it will provide you with an automatically updated single document electronic portfolio that you can continue to expand, edit and enhance. The use of Hyperlinks will enable you to link together individual sections, as well as allow for efficient navigation as your portfolio continues to expand.