To create your own Portaportal site, follow these steps:

1. In your favorite browser, visit the Portaportal web site: http://www.portaportal.com
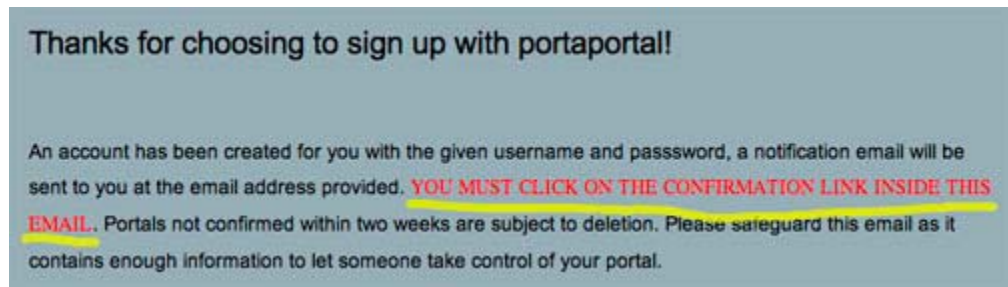

2. Click one of the Signup links offered:

3. Enter the information requested then click the "Join Portaportal" button.

The login name should be
something associated
with you or your subject.
i.e. something that makes
sense since it becomes
part of your URL.

4. Immediately, an email is generated that asks you to confirm your desire to create the site.

Thanks for choosing to sign up with portaportal!

An account has been created for you with the given username and passsword, a notification email will be
sent to you at the email address provided. YOU MUST CLICK ON THE CONFIRMATION LINK INSIDE THIS
EMAIL. Portals not confirmed within two weeks are subject to deletion. Please safeguard this email as it
contains enough information to let someone take control of your portal.

5. Go ahead and tend to this now. Launch your email and read the message that was just
sent. This message contains a number of important things, not the least of which is your user
ID and password. Be sure to keep your password secure. Also, it contains a guest access link
that is very useful to anyone who wants to access your site.

Click the link that it asks you to click and your Portaportal site will be confirmed.

portaportal membership

From: 🖳 **portaportal** (info@portaportal.com)
Sent: Mon 7/20/09 8:05 PM
To: yomaryo@hotmail.com

Hello Mary Young,

Thanks for signing up with portaportal.
Your account has been created, with the
following information.

Your Username is: PineTech
Your Password is: ▮▮▮▮▮▮▮▮

You must confirm your account. You can do so by
visiting this page:

http://my.portaportal.com/confirmUser.php?id=625
dfxR261959Hu3a91d

If the link is not clickable in your email
client please copy it and paste it into your web
browser.

Unconfirmed portals can be deleted after two
weeks. So please take care of this now, it'll
just take one click.....

You can start using the service immediately by
pointing your browser at the following URL:
http://my.portaportal.com.

Your guest page will be available at:
http://guest.portaportal.com/PineTech.

Note: Before using a guest page you must go to
your preferences page and turn it on. You can do
that here:
http://my.portaportal.com/portaPrefs.php

For a brief tutorial on using the system you can
look at:
http://www.portaportal.com/qStart.php.

Thanks for using our service and enjoy,
The folks at Portaportal
 http://www.portaportal.com

Note this address this is the URL you will give people.

6. Click the Begin button to start creating your site.

Now you are ready to begin!

Click here
to begin

7. Start by creating categories. You can have a lot or a few. You can start with one or two now then add more later. Click the Add Categories button.

You must create some categories to begin.

Add Categories

8. The "Add Categories" screen gives you the opportunity to add 5 (or fewer) categories at a time. There's no limit (none I know, at least) to the number of categories you can establish. Enter a category or two then click the Add Categories button as shown.

add categories

Use this form to add up to 5 categories.

category 1 name	Golf
category 2 name	Yankees
category 3 name	Colts
category 4 name	Games
category 5 name	

Cancel   Add Categories

9. Click the Add Link button (the "+" button) in one of your category windows.

▽ Golf ▼   ABC ⊕■ ⌀ ⊕

10. Provide the name of the site, the web address and (optionally, but recommended) a description of the site. Include an icon beside some sites or not at your own discretion.

add links to category 'Golf'

Here you can add up to 5 links. You can add names, descriptions and urls, or any combination of the three, everything is optional.

link 1

title: Golf.com   description: From SI and CNN
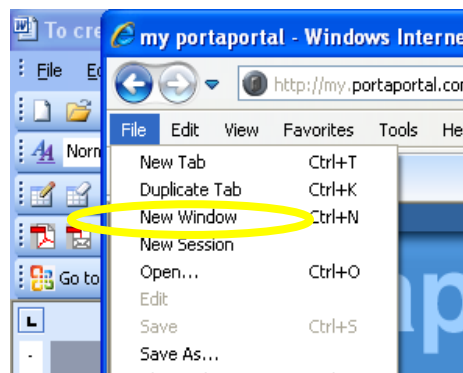
url: http://www.golf.com/golf/   icon: No Icon ▾

link 2

title: PGA Tour   description: Official PGA Tour web site

url: http://www.pgatour.com/   icon: No Icon ▾

Tips:

** Use two separate browser windows - one for your Portaportal and the other for searching for links.

In your favorite browser (my favorite is Internet Explorer), pull your File menu to New Window.

File	Edit View	Favorites Tools Hel
	New Tab	Ctrl+T
	Duplicate Tab	Ctrl+K
	New Window	Ctrl+N
	New Session	
	Open...	Ctrl+O
	Edit	
	Save	Ctrl+S
	Save As...	

my portaportal - Windows Interne

http://my.portaportal.com

Then, search in this new window and when you're ready to go back to your Portaportal site, click on the link in the task bar at the bottom of the page or click alt + tab and select My Portaportal. Use alt + tab to toggle back and forth between your Portaportal site and your links sites.
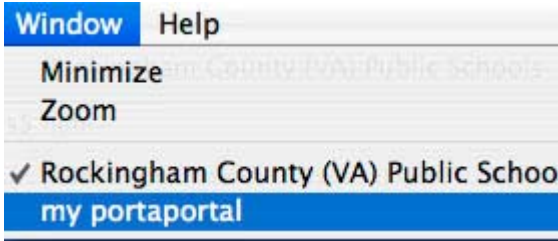

** Always copy/paste the web address (URL) instead of trying to type it.

Highlight the entire address in the browser, choose Edit - Copy

Then use Edit - Paste to insert the address in the URL window in the Add Links screen.

NOTE: Either paste over or delete the existing "http://" in the url window before pasting (highlighted below.) If you leave it there then add the entire address again (e.g. http://http://www.google.com), the extra http:// in the address will make the link NOT work!
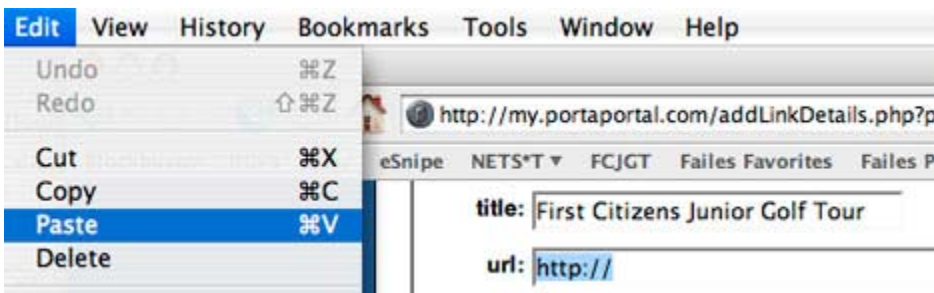
11. Click the Add Links button when you've added a link or two.

12. If anything about the link needs to be changed (or if the link needs to be deleted), use the Edit Link button (it looks like a pencil).

13. Here, you can delete the link entirely, edit the link name, address, include or remove an icon, edit the category name, or move the category around (nesting it inside another folder, for example.)

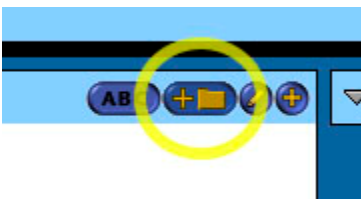Click the Save Changes button at the bottom of the window to apply the changes.

Other tidbits:

*** You can add a subcategory to any category by clicking this button in the category window:

Be careful about using the ABC button to alphabetize your links if you're not positive you want to do this. It does this with no warning!

*** You can add new categories or delete categories by using the buttons at the top right of your screen.
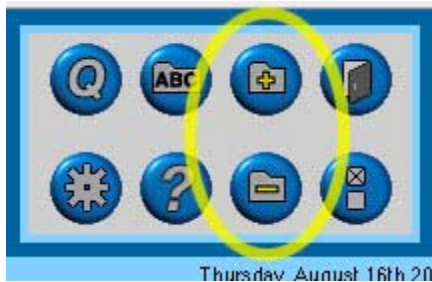
The ABC button at the top of this screen alphabetizes your CATEGORIES. It does here, however, offer you a warning prior to its reorganizing them.

*** You can test your links periodically to check for dead links.

Click the Advanced button at the top right of your screen.

Scroll down and locate the test links section. Click the Begin test button and it will automatically check each link for you. If you have a lot of links, it takes a while. It provides a nice onscreen status report.

test links

Use this command to test the links in your portal. Warning, this function can be time consuming.

begin test

AND ONE VERY IMPORTANT THING BEFORE YOU EXIT ...

*** Change your preference to ALLOW GUEST ACCESS. Otherwise, nobody but you will ever get to see your links! This is a one-time change. It makes sense to do it now so you will not forget to do it later!

To do this, **click the Preferences button** at the top right of the screen.
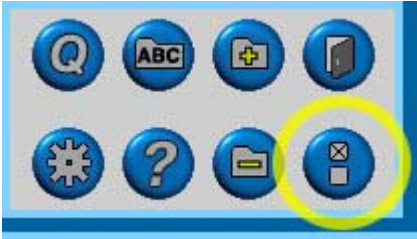
In the Preferences screen, look for the area shown below:

Select "allow guest access" beside guest access. You may also want to personalize your guest greeting and your guest window title. Reordering mode is handy to turn on so that you can easily arrange the order of your categories and links. Experiment with these preferences to learn about the various options.

Before leaving this screen **BE SURE TO CLICK the "change user preferences" button to apply the changes you have made**.

*** Tell others about your site.

Once you have allowed guest access, you're ready to invite visitors! Your address is http://guest.portaportal.com/your-login-id

For example, this one is http://guest.portaportal.com/pinetech The name you choose for your login is the name used in your address. Remember that this guest address was provided to you in the confirmation email.

Additional Notes:

Nobody can alter links on your site by going in through the guest access link. Only you, with your password-protected login, may add/delete/change links in your site so please secure your password.

You can now delete a Portaportal site (only your own!) by using the Advanced button at the top left when logged into that site.

You may create more than one Portaportal site, if you want!

*** BACK UP YOUR SITE! ***

Be sure to save a local copy of your site regularly in the event that the developer would suspend this service (gulp!) Read the blog post Prevent a Portaportal Disaster to learn how to save your sites.

If you like Portaportal and would like to continue using it I would recommend paying the $15.00 a year so you have an ad free site.

Thanks to **Stephanie Failes**