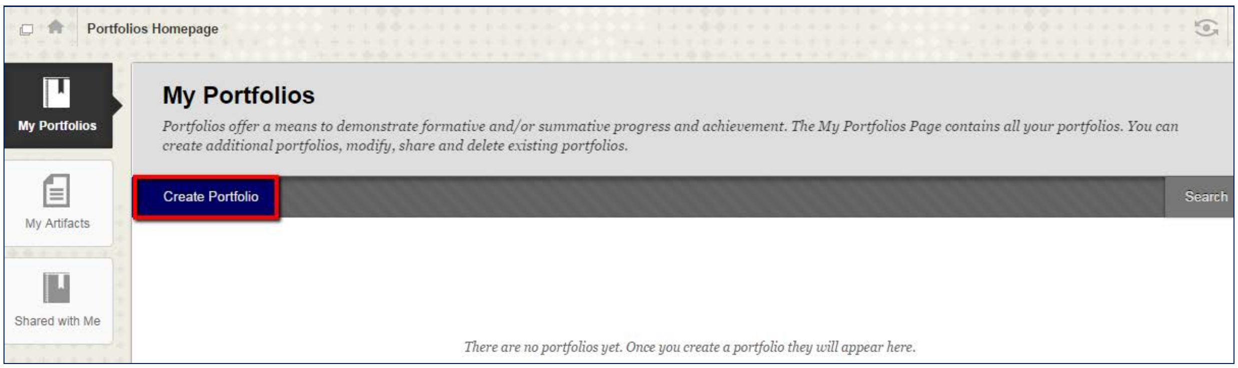
Creating Portfolios

To Create a New Portfolio:



1. On the Portfolios Home Page, click the **Create Portfolio** action bar button.
2. On the Create Portfolio page, give the Portfolio a suitable name (this is required). Do not select a template, at least for now, since we have none available. Add a brief Description of the Portfolios contents. Determine whether to make your Portfolio available to those with whom you share it, and whether to keep any comments hidden.
3. Click **Submit** to proceed to the next page.

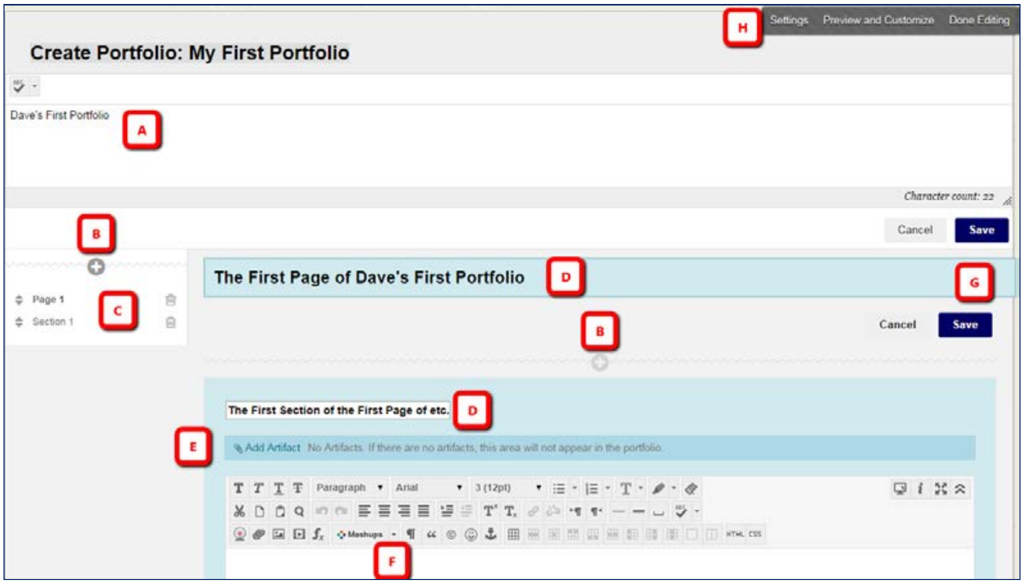
4. Type a name for Page 1 and for Section 1. Add text to the section. Use the + icons to added Sections or Pages, the "trash" icons to delete unnecessary Sections or Pages. Optionally, type header and footer text for the Portfolio. Save all your work as you go.
   A. Type Portfolio header text.
   B. Add a Page.
   C. Arrange and delete Pages and Sections.
   D. Type Page and Section names.

E. Click the link to add a new or existing Artifact to the Section.

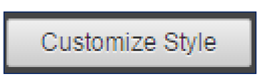
F. Add text, graphics, and media to accompany the Artifact.

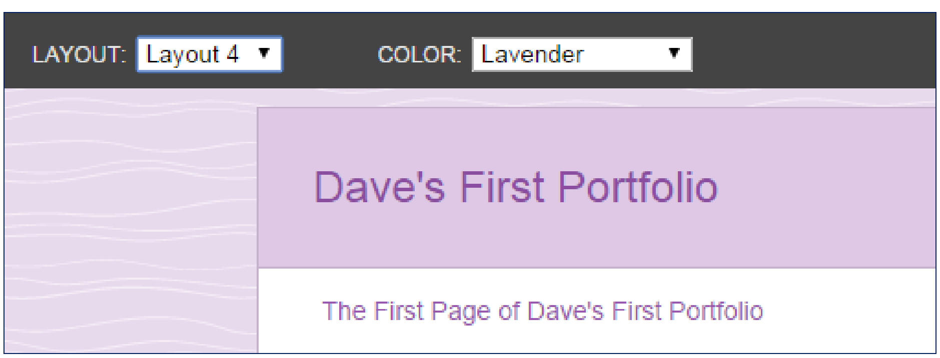
G. Click **Save** to finish composing a Page or Section.

H. Click **Settings** to return to the previous page and modify Portfolio Information, **Preview and Customize** to see what your Portfolio will look like and modify the layout or color scheme, or **Done Editing** to return to the Portfolios Home Page.



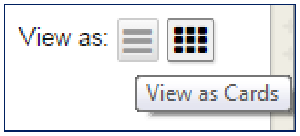
5. The **Preview and Customize** button opens the Portfolio in a separate browser tab, displaying a basic Portfolio with default settings. Click **Customize Style** to select one of the standard layouts and color schemes. The four layouts each place the page navigation links in different locations. Click **Comments** to add or view comments; click **Close** to close the tab and save the changes.



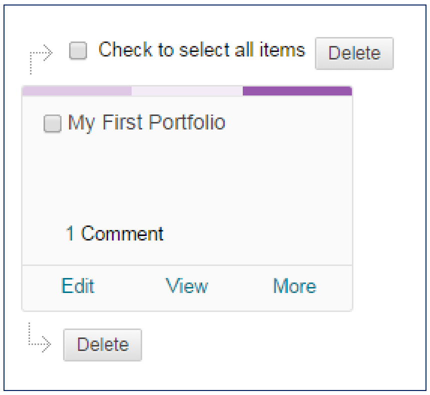


6. Make any additional edits, and then click **Done Editing**.

The Portfolio appears listed in My Portfolios. Click one of the **View as** buttons to switch between Card View and Table View.



In Card View, color swatches across the top of the card indicate the color scheme chosen. Click **Edit** to work on the Portfolio some more, **View** to see it in a new browser tab, and **More** for additional options.



In Table View, these commands all appear on a contextual menu. Click the arrow to the right of the Portfolio's title to display the menu.