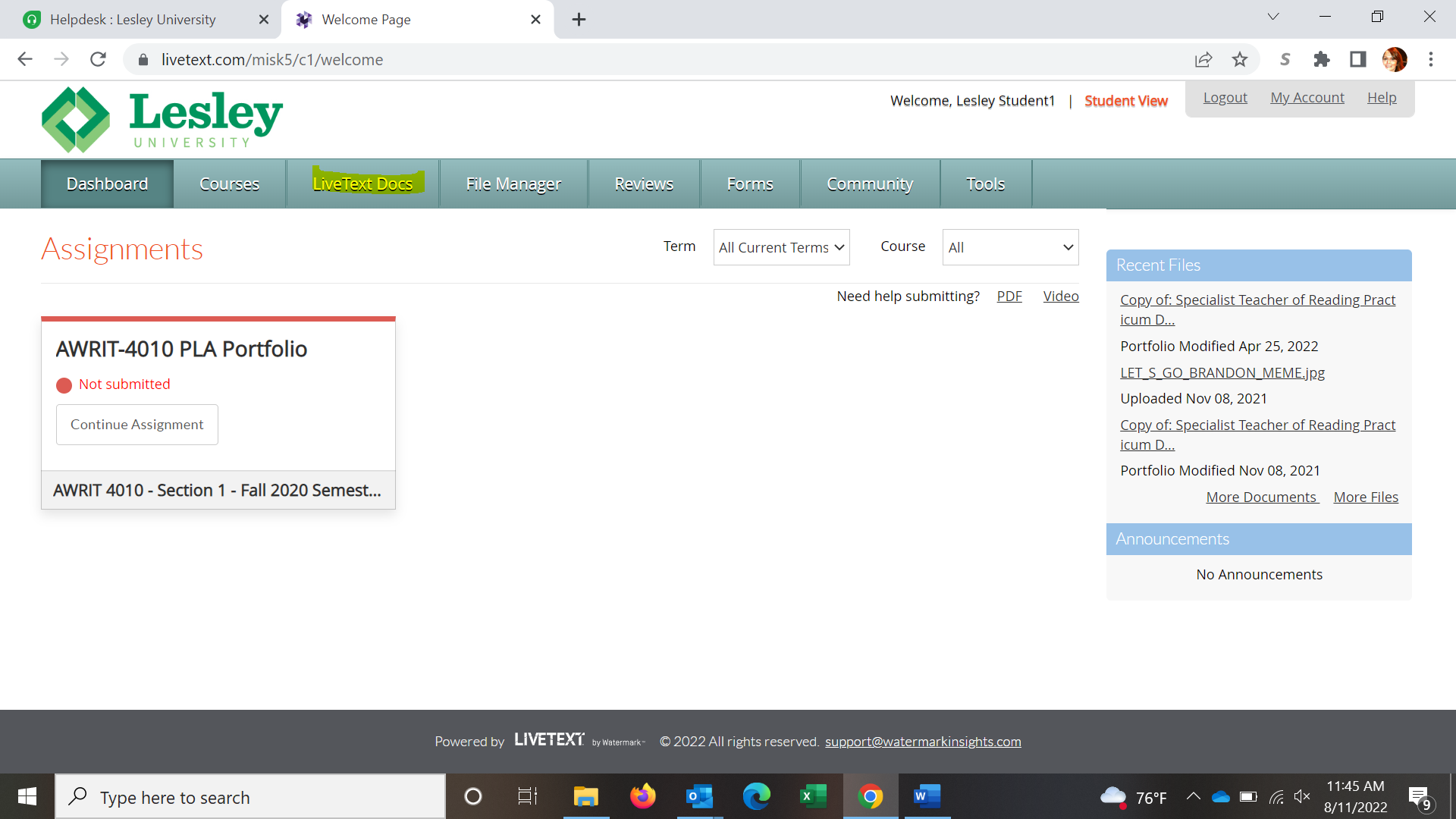
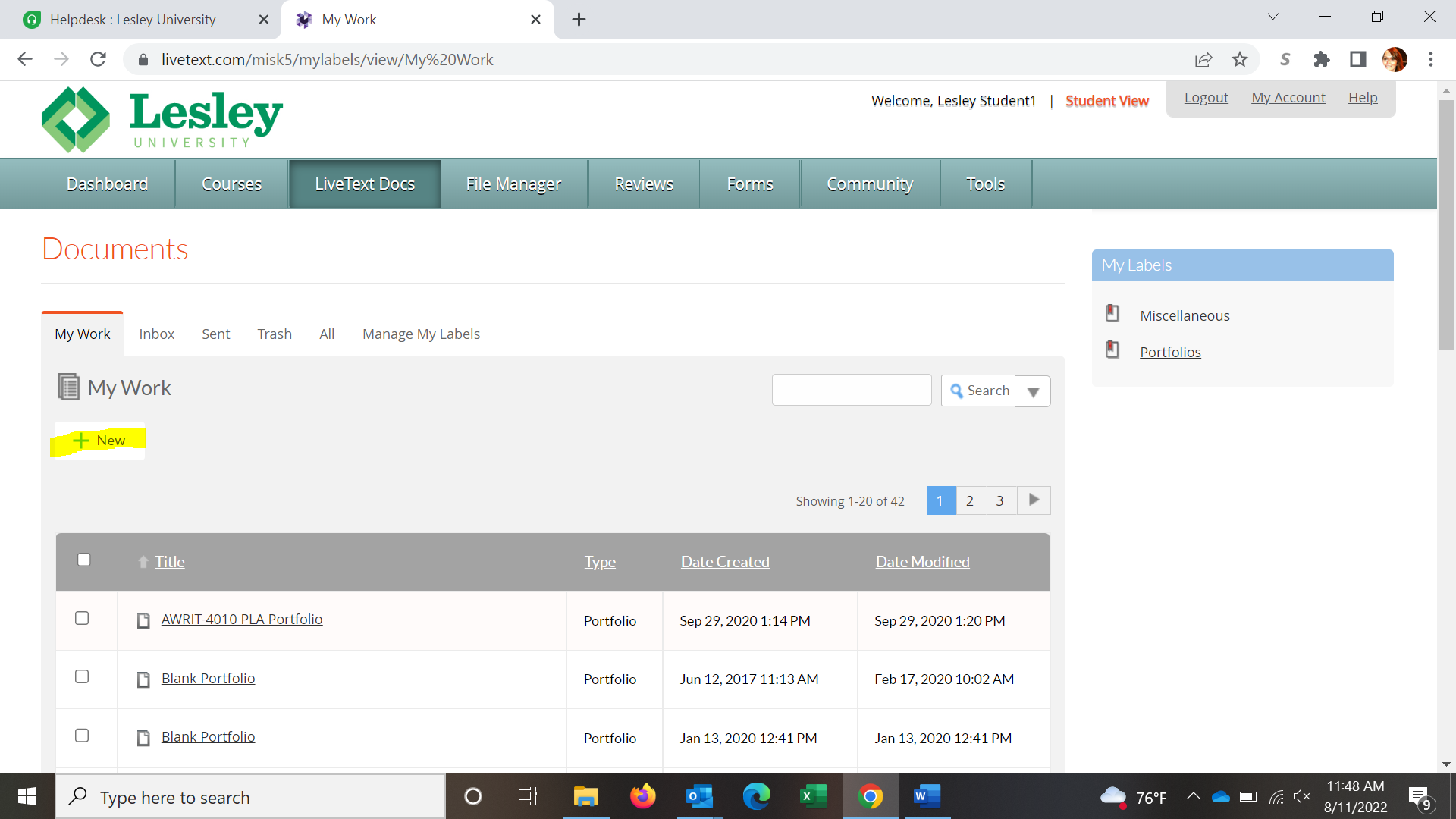
**How to Create a Portfolio**

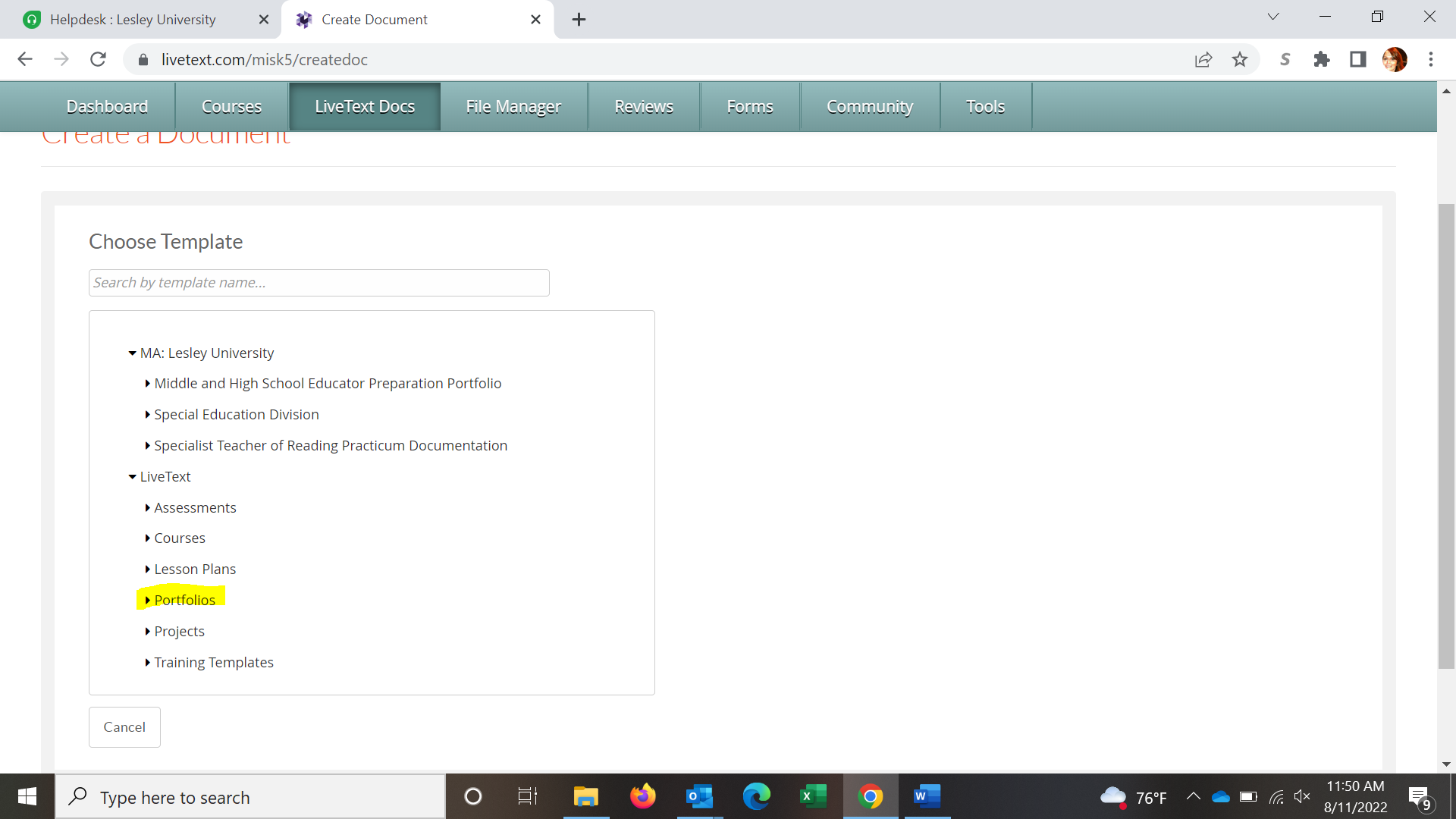
CLICK ON LIVETEXT DOCS



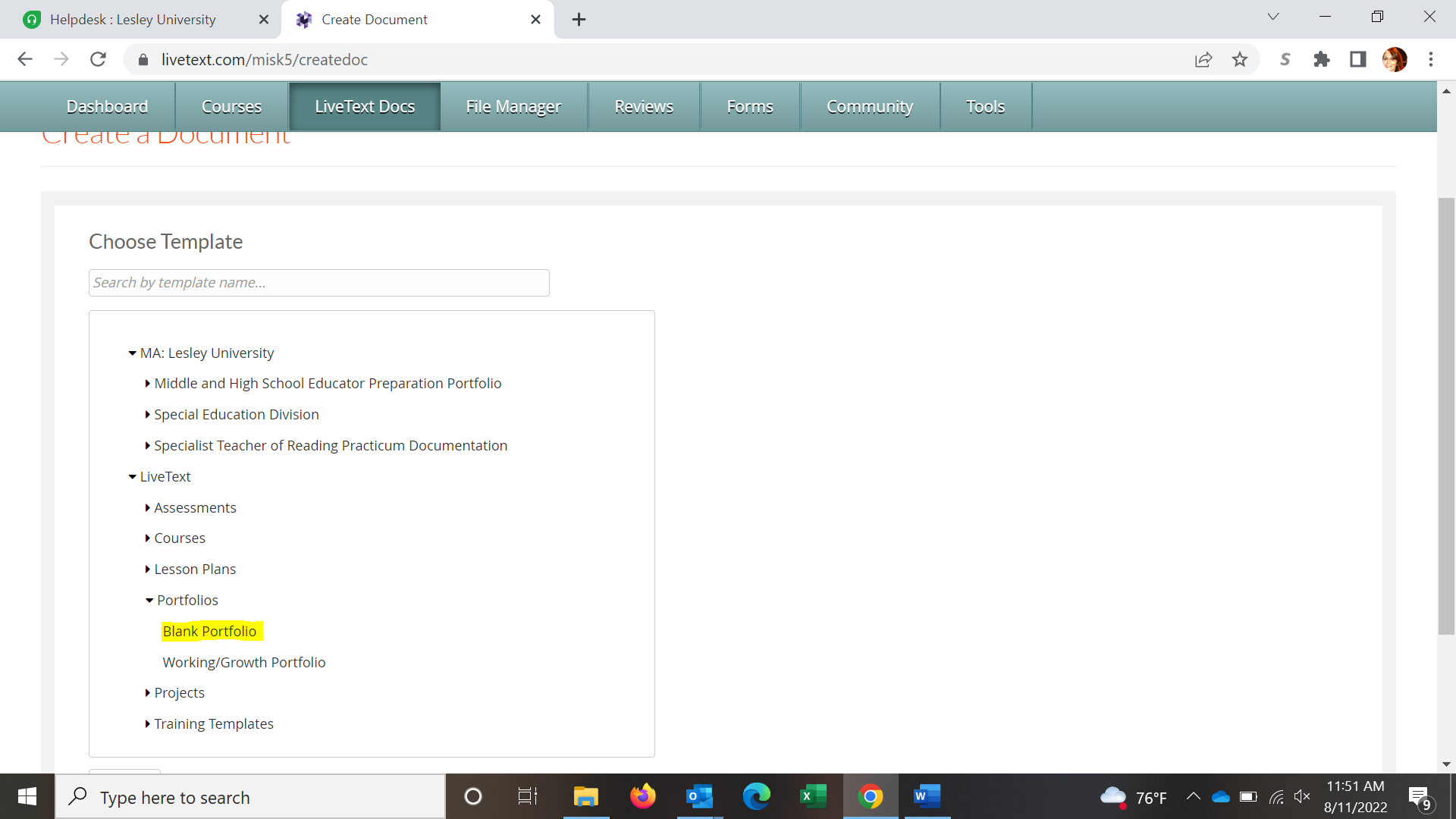
UNDER MY WORK, CLICK ON NEW



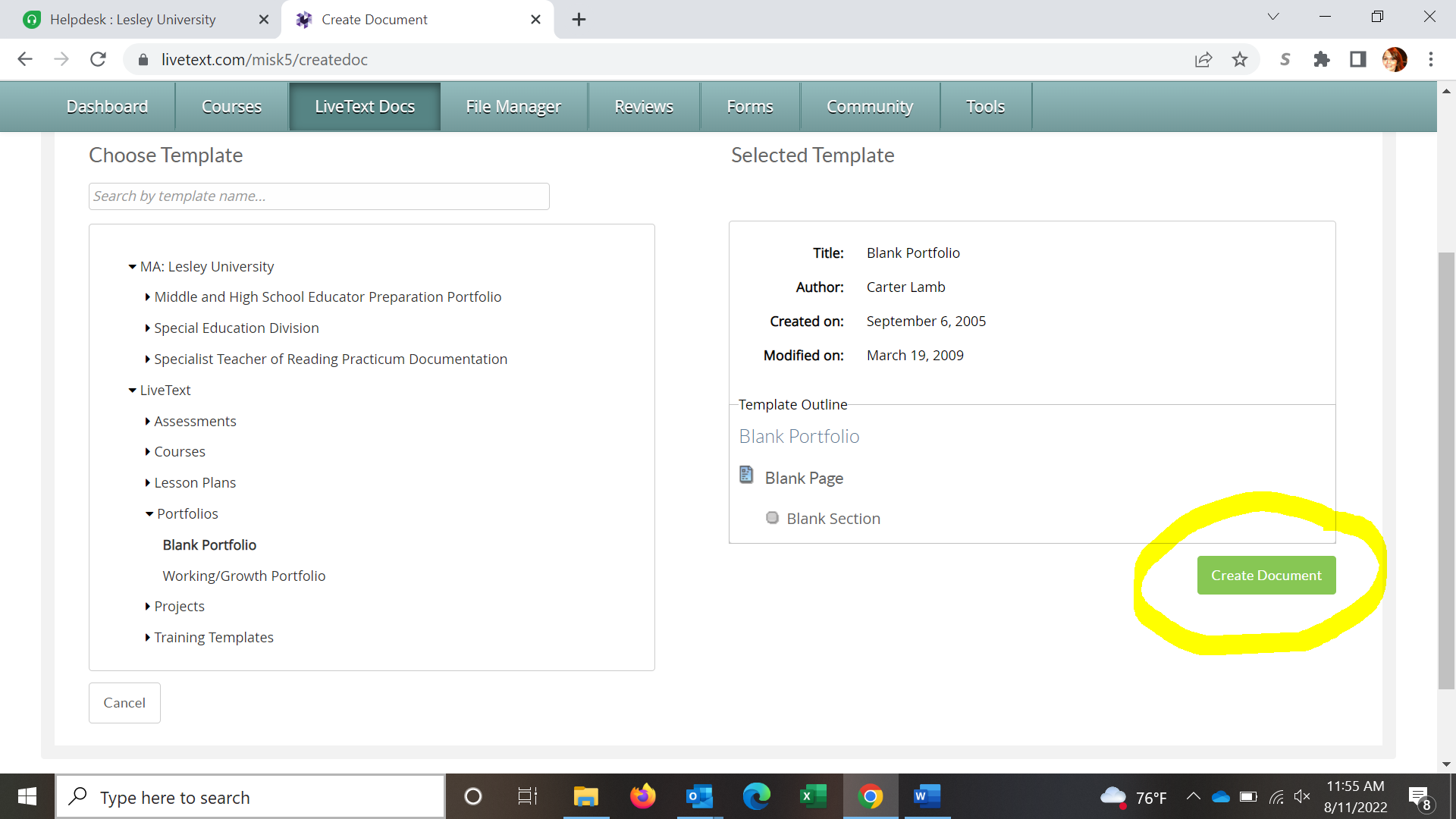
UNDER TEMPLATES, CLICK ON PORTFOLIOS



AFTER YOU OPEN PORTFOLIOS, CHOOSE BLANK PORTFOLIOS AND CLICK ON IT



ON THE RIGHTHAND SIDE, CLICK ON CREATE DOCUMENT



YOU WILL THEN BE ASKED TO PROVIDE A TITLE FOR YOUR PORTFOLIO. Press OK WHEN DONE.



TO CREATE PAGES, CLICK ON MANAGE PAGES

A close up of a logo

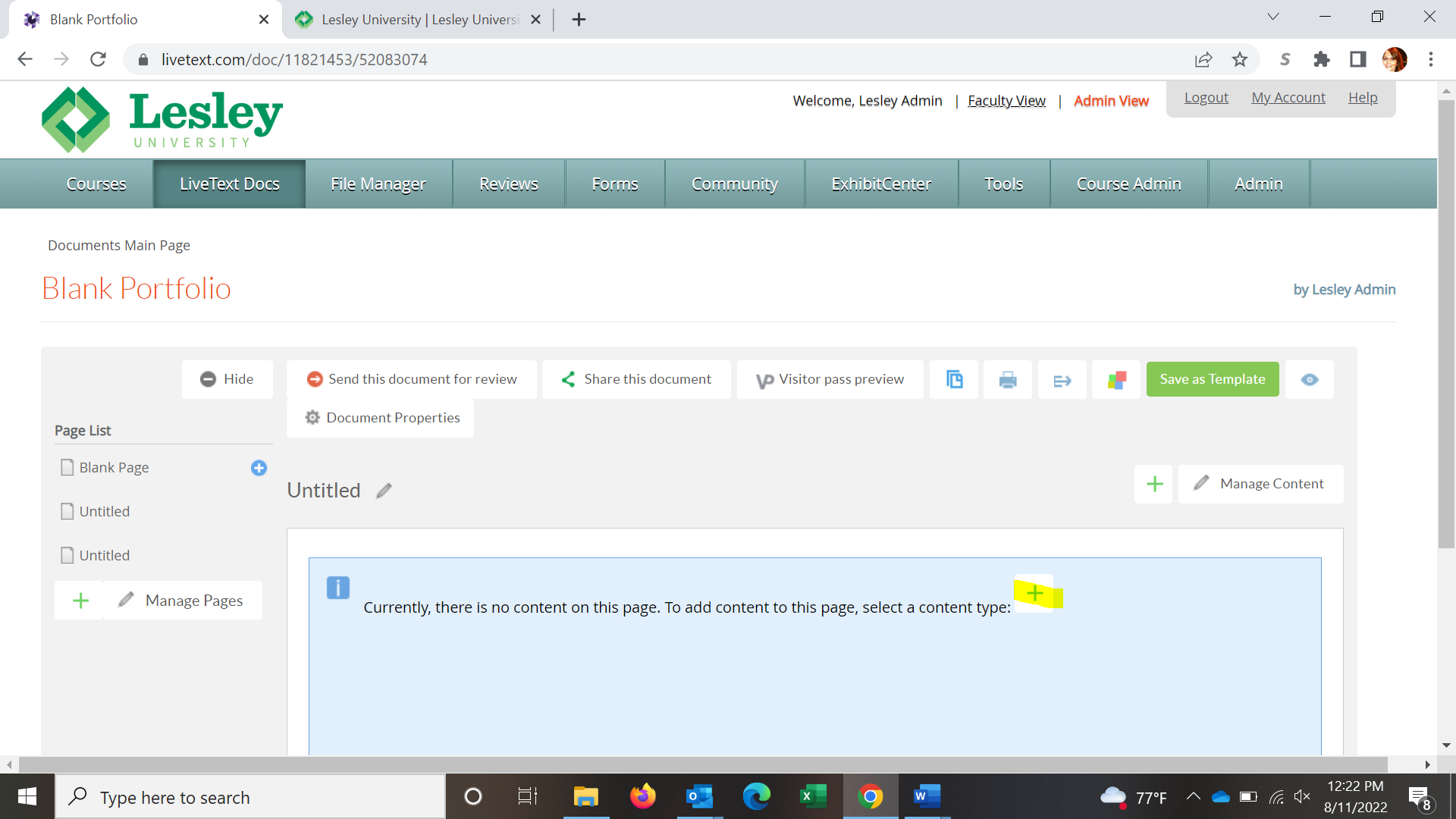
Description automatically generated

Then enter a title for the page:

Graphical user interface, application

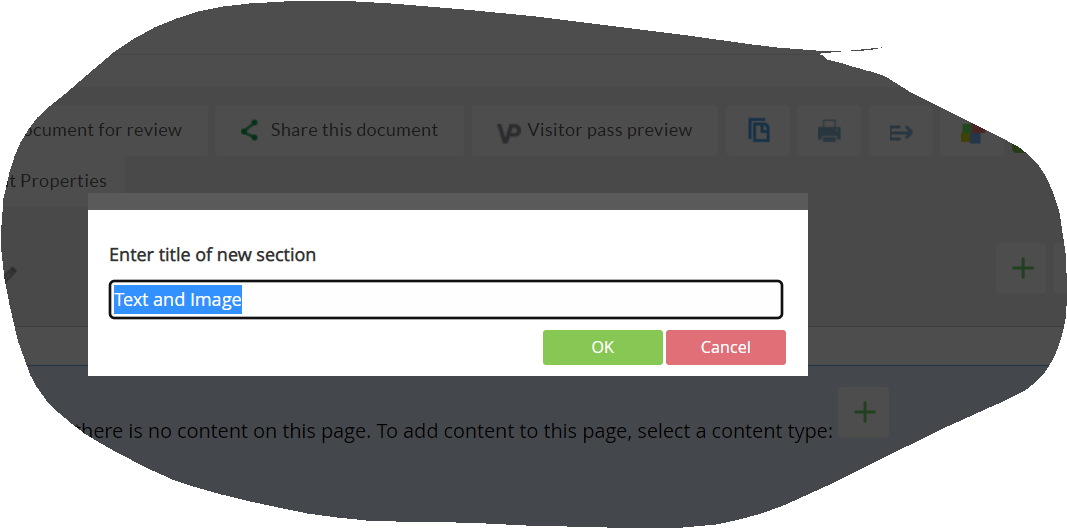
Description automatically generated

TO ADD CONTENT TO A PAGE, CLICK ON THE GREEN PLUS SIGN

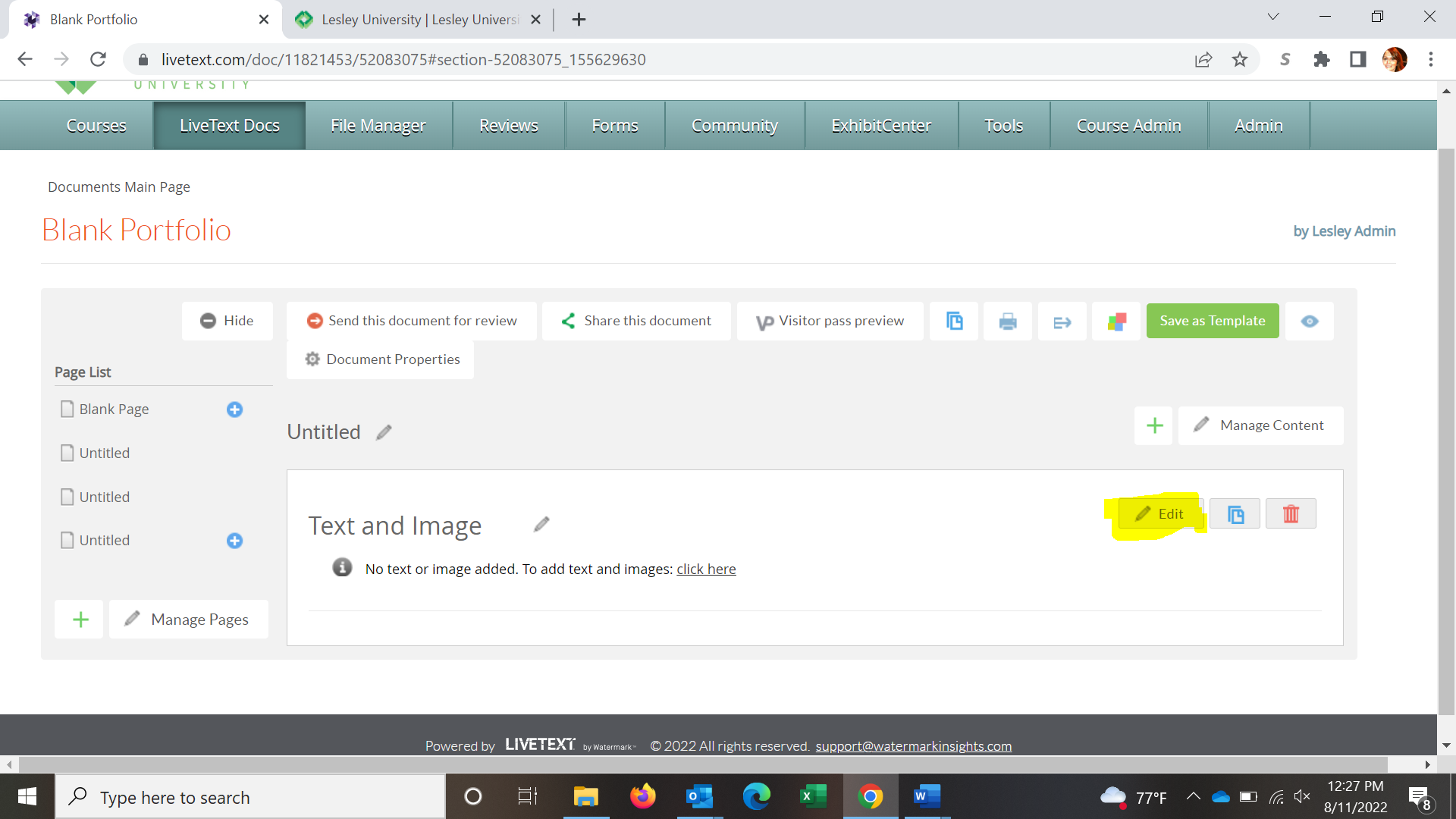


YOU WILL BE PROVIDED OPTIONS, CLICK ON TEXT AND IMAGE.

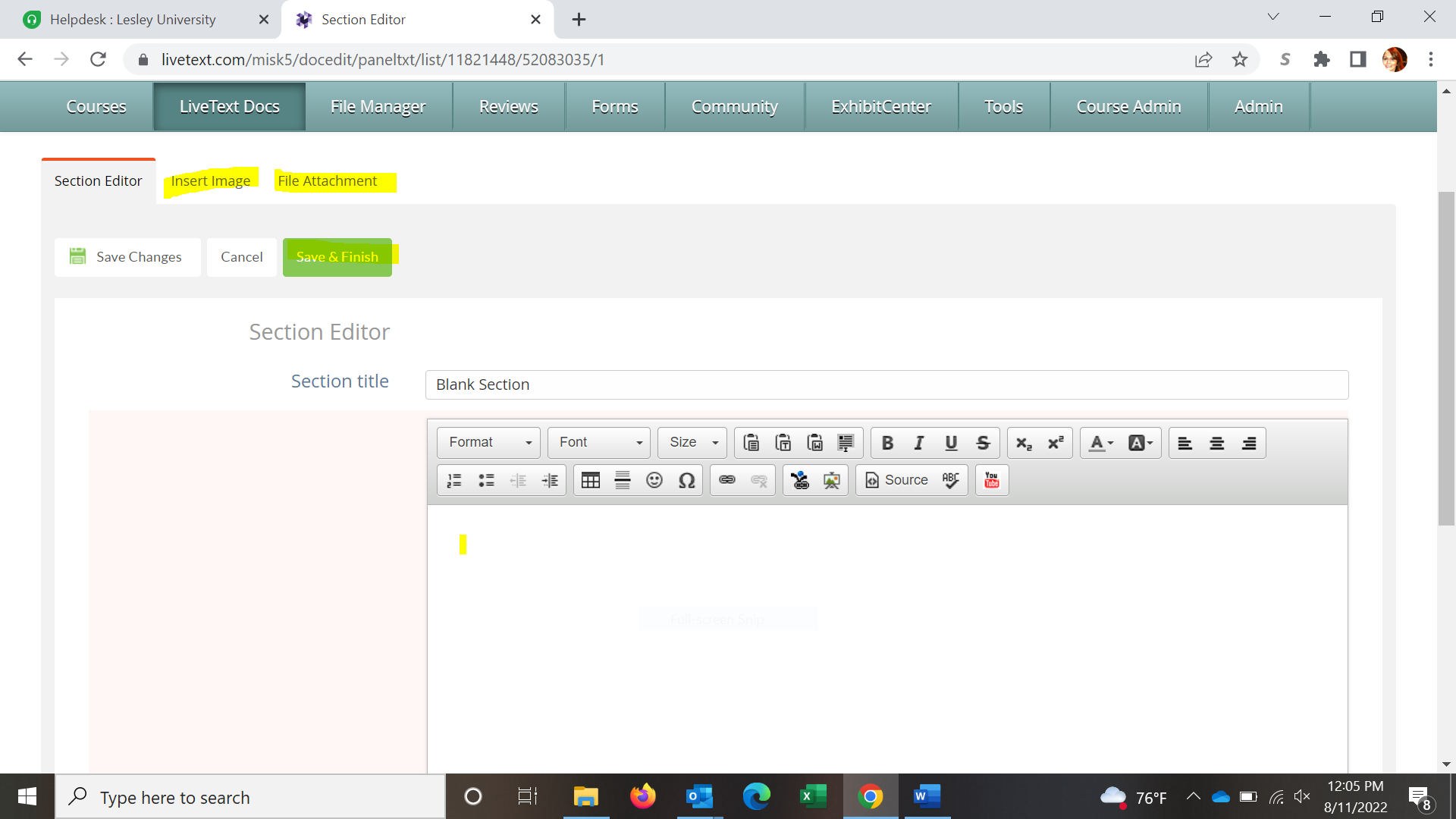
YOU WILL BE ASKED TO PROVIDE A TITLE FOR THAT SECTION:



TO ADD CONTENT, CLICK ON EDIT



THEN, YOU CAN INSERT IMAGES, FILES AND VIDEOS. YOU CAN ALSO TYPE IN TEXT. WHEN YOU ARE DONE, MAKE SURE TO CLICK SAVE &FINISH



TO CREATE ADDITIONAL PAGES, go back to **Manage Pages** and click the green **+** sign to add more pages:

A close up of a logo

Description automatically generated

THEN, FOLLOW THE SAME DIRECTIONS YOU FOLLOWED FOR THE FIRST PAGE YOU ADDED.

ONCE YOU ARE DONE, EVERYTHING WILL BE SAVED IN LIVETEXT DOCS. You can open and edit your portfolio here at any time.

