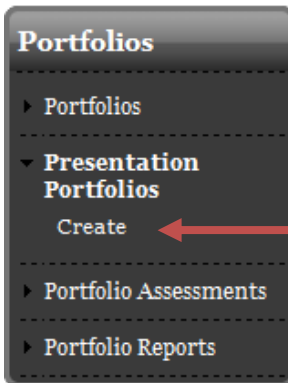


## Creating a Presentation Portfolio

### Creating a Presentation Portfolio

To create a presentation portfolio, select **Create** under **Presentation Portfolios** from the side menu.



Enter a name for the portfolio and names for as many as eight tabs. Any tabs you do not wish to use can be left blank. Click **Update**.

#### Create a portfolio

Name Your Portfolio\*

Binder tabs represent a collection of attachments grouped into a major category. Please enter names for up to eight tabs. If you would like fewer than eight tabs, you may leave some spaces empty. The tabs will be displayed in the order listed here.

Tabs\*

1.
2.
3.
4.
5.
6.
7.
8.

Cancel
Update

Click **Save** before proceeding.

## Uploading Artifacts

Next you will upload artifacts into each tab. Click on the sub-tab you wish to work on, then click **add new** to add a new artifact.



This will display an Attachment dropdown. Select **File** and give the artifact a specific Title. Click **Add**.

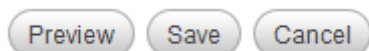
A screenshot of an 'Attachment' form. The form has a header 'Attachment' and two input fields. The first field is labeled 'Attachment' and has a dropdown menu with 'File' selected. The second field is labeled 'Title\*' and contains the text 'Resume'. Below the form are two buttons: 'Add' and 'Cancel'.

**Note: you must have already created these artifacts to include them in the portfolio. For instructions on creating artifacts, please refer to the “Creating Artifacts” handout.**

Select the appropriate attachment and click Add.

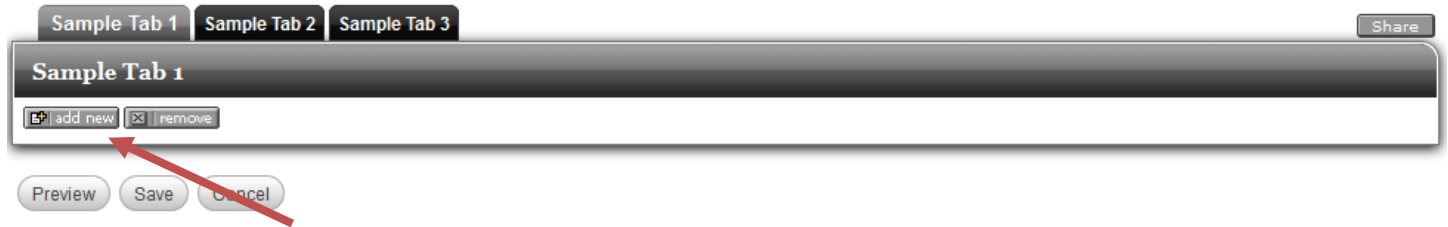
A screenshot of a 'Select Attachments' dialog. It features a table with three columns: 'Name', 'Type', and 'Updated'. The first row is highlighted in red and contains the text 'Resume', 'File', and '05/31/2012'. Below the table are two buttons: 'Add' and 'Cancel'.

Repeat this process until all desired artifacts have been included for all tabs. At any time, you can choose to **Preview** the portfolio, **Save** and continue at another time, or **Cancel** without saving.



## Entering Text and Images

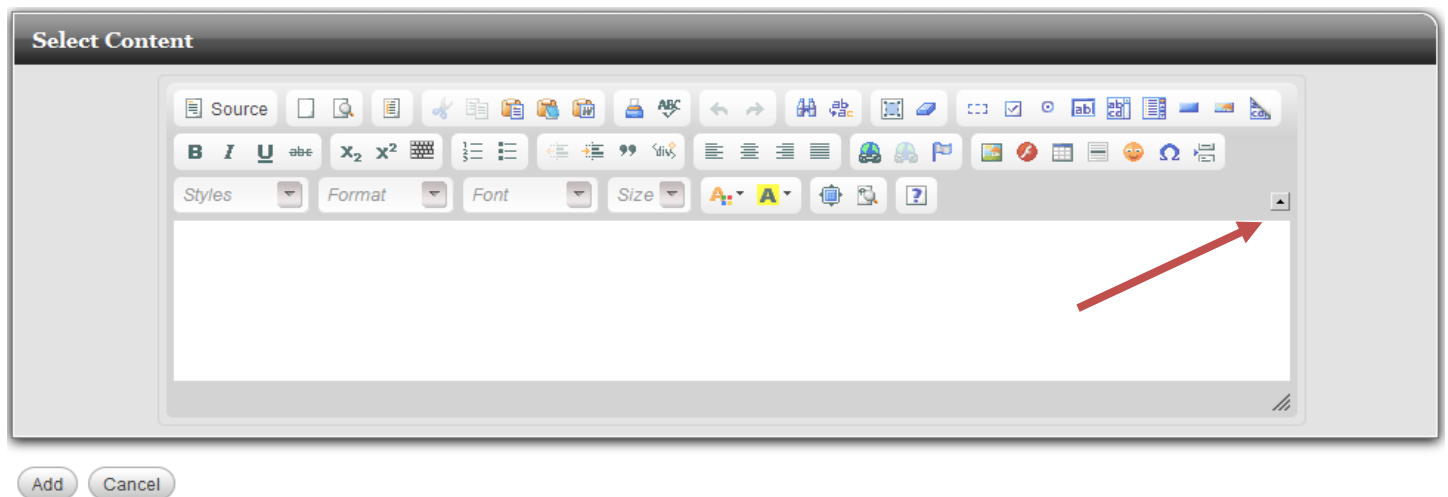
To enter text or embed images, click on the sub-tab you wish to work on, then click **add new**.



This will display an Attachment dropdown. Select **Text/Image** and give the entry a specific Title. Click **Add**.



This will display a text box, where you can now proceed with typing any necessary text. Expand the rich text formatting box (arrow in upper right-hand corner) for advanced editing options.



Click the **Templates** icon for a list of basic layout options available for your text box.



Click the **Image** icon to access the **Image Properties** window, which you will use to embed images.



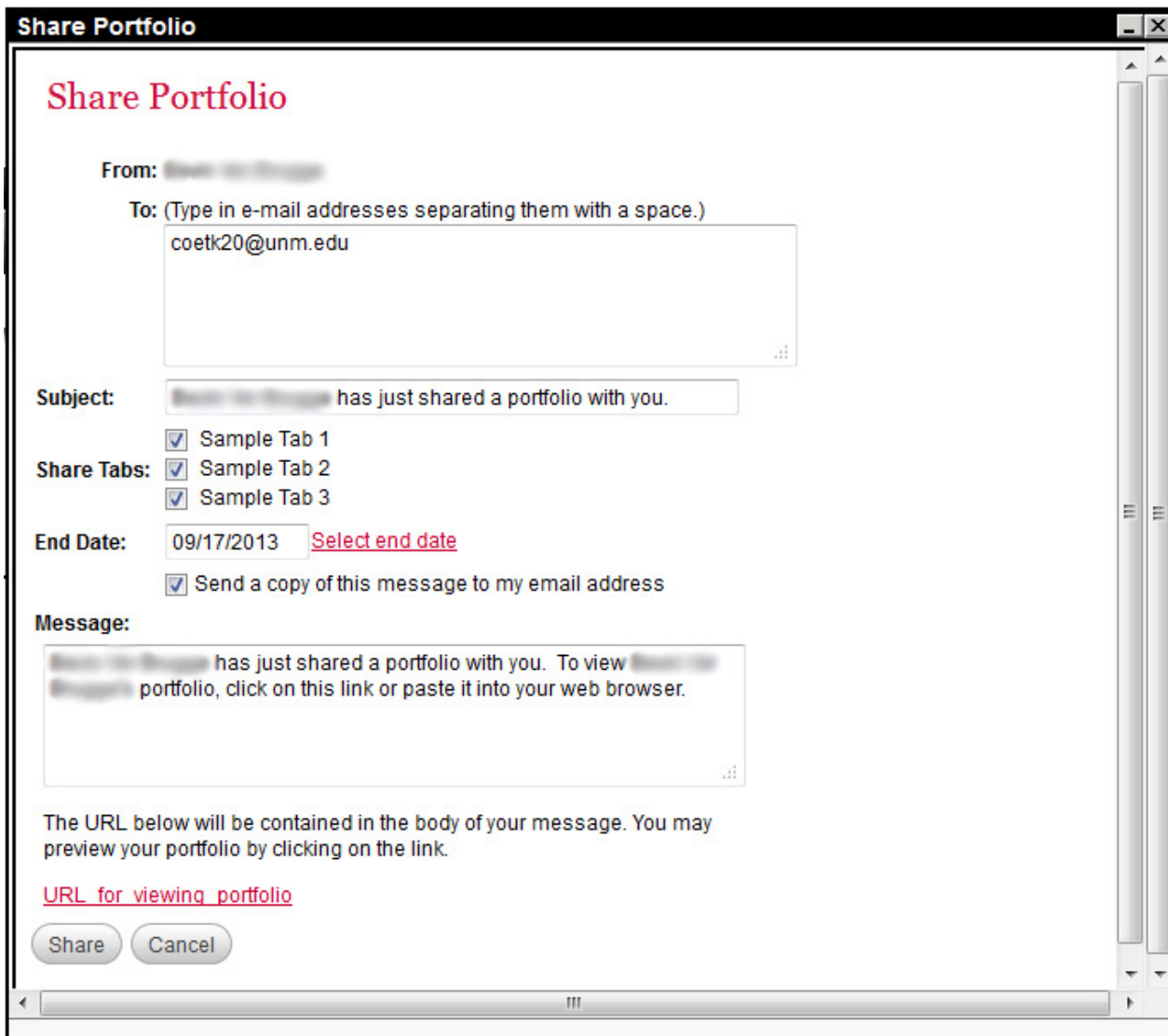
For detailed instructions on embedding images, please refer to the “Embedding Images & Video” handout

## Sharing Portfolios

You have the option to share your portfolio with users outside of the Tk20 system. To share a portfolio, click on the name of the portfolio, then select the **Share** button on the right-hand side of the screen.



A new screen will appear, prompting you to enter the E-mail addresses of those who will receive the portfolio. You will also select a subject line for the E-mail, an end date for when access to the portfolio will expire, and a personal message. In addition, you will also be able to view the portfolio as the user will see it by clicking on the URL shown. Once the information is complete, click **Share** to send the portfolio, or **Cancel** to exit without sending.

A screenshot of the "Share Portfolio" dialog box. The title bar says "Share Portfolio". The main content area has a heading "Share Portfolio" in red. Below the heading are several fields and options:

- From:** [Name of User]
- To:** (Type in e-mail addresses separating them with a space.)  
coetk20@unm.edu
- Subject:** [Name of User] has just shared a portfolio with you.
- Share Tabs:**  Sample Tab 1,  Sample Tab 2,  Sample Tab 3
- End Date:** 09/17/2013 [Select end date](#)
- Send a copy of this message to my email address
- Message:** [Name of User] has just shared a portfolio with you. To view [Name of User]'s portfolio, click on this link or paste it into your web browser.

At the bottom, there is a text box containing the URL for viewing the portfolio, followed by "Share" and "Cancel" buttons.