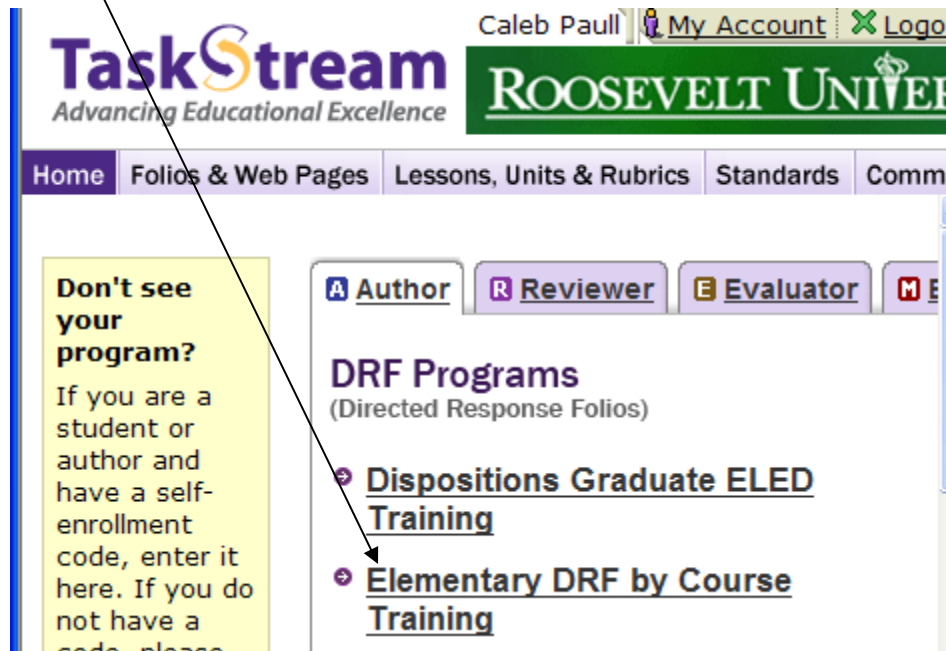


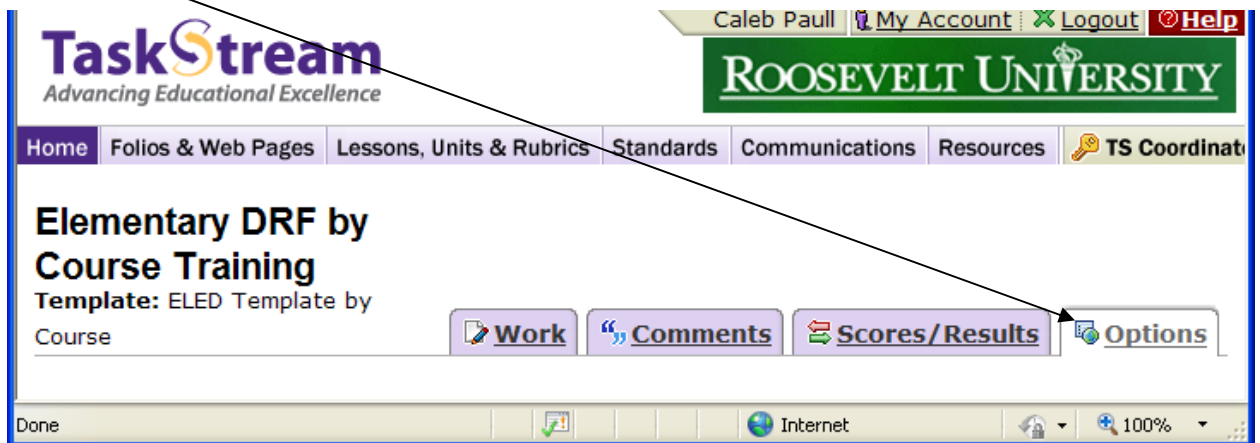
Convert DRFs to Presentation Folios

To convert your DRF to a presentation portfolio:

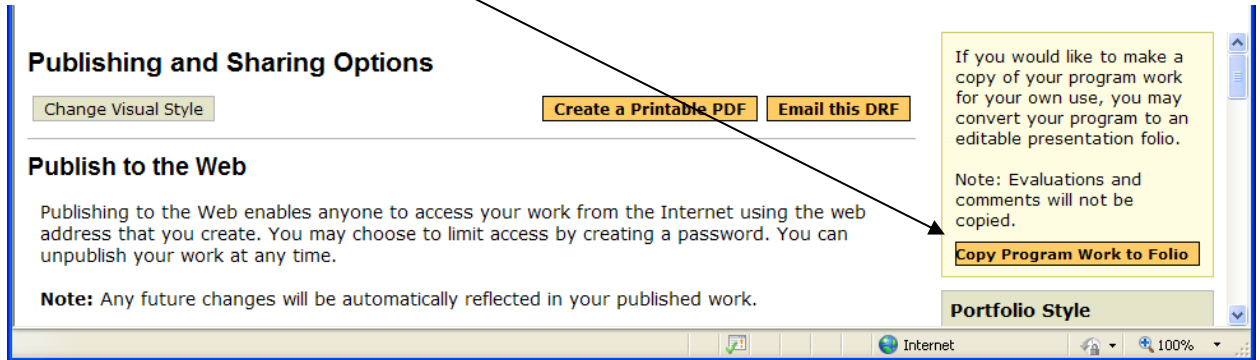
- 1) Click on the title of the DRF on your TaskStream home page.



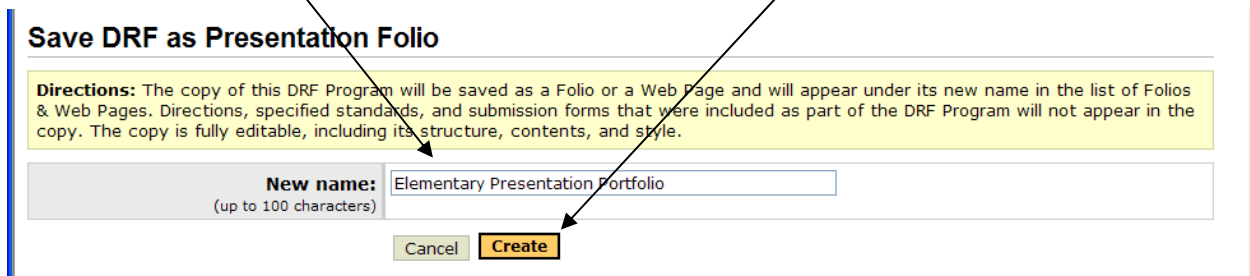
- 2) Go to the Options tab.



- 3) Click the **Copy Program Work to Folio** button.



- 4) Enter a new name for the copied DRF, and then click the **Create** button.



The copy will appear in the Folios and Web Pages area with the new name. You will now be able to edit and further personalize the portfolio.