

Getting Started with Folios & Web Pages







Table of Contents

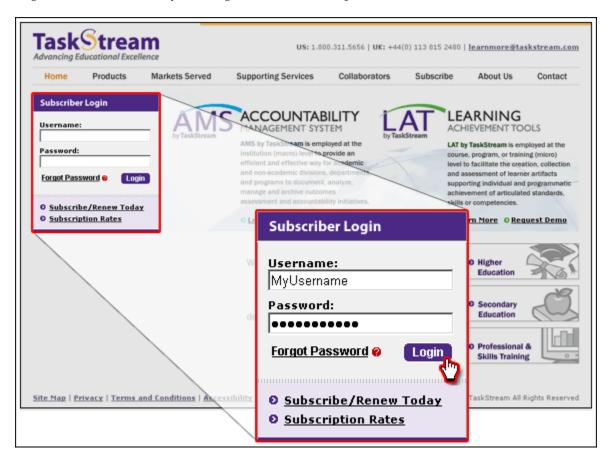
Access the Folios & Web Pages Area	
Create a New Folio or Web Page	
-	
Add Attachments	6
Alter the Structure of the Folio or Web Page	8
Add a New Page	8
Add a New Content Section	8
Delete a Page or Section	8
Move a Page or Section	8
Copy a Page or Section	



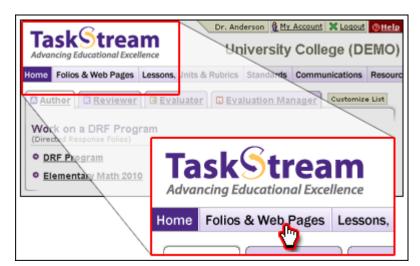


Access the Folios & Web Pages Area

- 1. To begin, go to <u>www.taskstream.com</u>.
- 2. Log into TaskStream with your assigned username and password.



3. From the main navigation bar, click Folio & Web Pages.

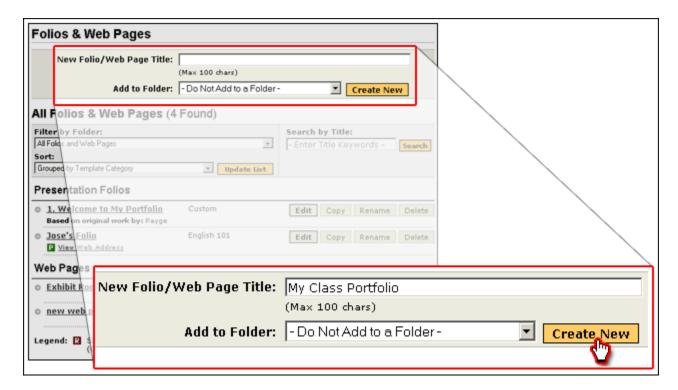






Create a New Folio or Web Page

- 1. In the New Folio or Web Page Name field, enter a name (maximum of 100 Characters).
- 2. Click Create New.



- 3. Select the **Template Category**.
- 4. Select the template you want to use as a starting template.
- 5. Click Continue.
- 6. From the **Style** tab, under the **Choose Layout** heading, click the button to select the navigation layout.
- 7. From the menu, select a **Theme**.
- 8. To continue, click **Save Changes**.

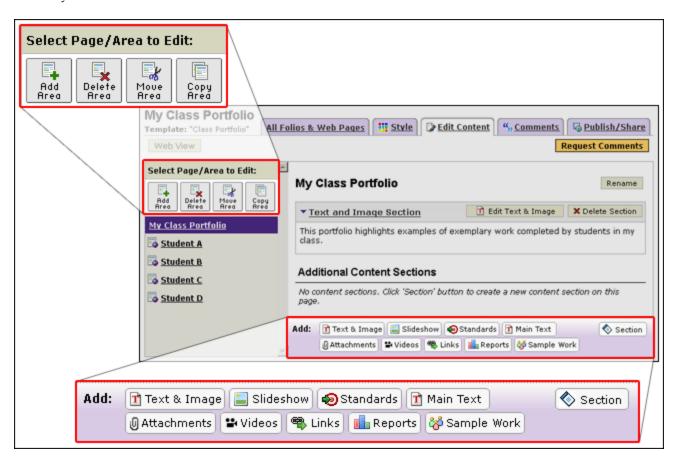
To display all color/style theme options, choose All Themes from the pull-down menu.





Your portfolio workspace is divided into two (2) panels. In the left panel, with the use of **add**, **delete**, **move**, and **copy** pages and sections, you can edit the page structure of your portfolio.

In the right panel, you can add work to your folio or web page. From the left panel, select a page or section. When the workspace area for that page opens, from the bottom **Add** toolbar, click the button corresponding to the type of content you want to add.



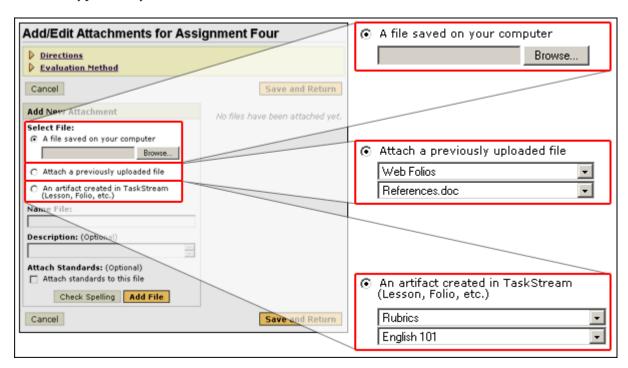
You can choose to add Text & Image, Slideshow, Main Text, Attachments, Standards, Videos, and Links.





Add Attachments

1. Select the type of file you want to add.

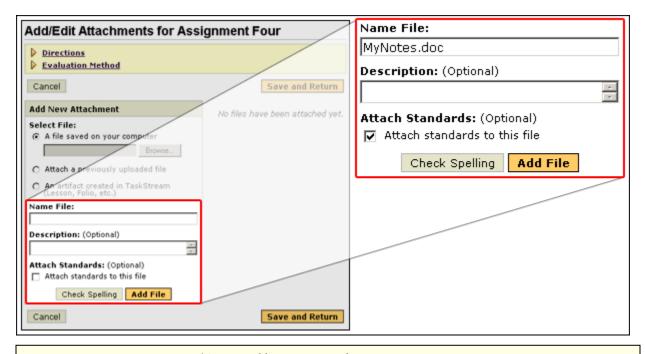


If	Then
you choose to add a file saved on your computer	select the A file saved on your computer option. Click Browse to locate the file you want to attach.
If you choose to add a previously uploaded file	select the Attach a previously uploaded file option. Select the category of work and the specific work product where the file is attached.
you choose to add work that you created in TaskStream	select the An artifact created in TaskStream option. Select the type of work to be added (web page, web folio, etc.,) as well as the specific work you want to attach.





- 2. Enter a name for the file.
- 3. (Optional) Add a description of the file.
- 4. (Optional) To specify standards that this attachment addresses, select the checkbox.
- 5. Click **Add File**. The attachment appears in the right-hand portion of the screen.
- 6. To go back to the main portfolio workspace, click **Save and Return**.



You can add as many attachments as you want.

To preview your folio or web page, click **Web View**. The web view opens in a new window. It provides an idea of how your folio or web page appears when emailed, published to the web, or saved offline.





Alter the Structure of the Folio or Web Page

Add a New Page

- 1. From the left panel, to select an existing main page or a sub-page, click the title.
- 2. Click Add Area.
- 3. Enter a title for the new web page (*maximum of 100 characters*).
- 4. (Optional) Enter a title description.
- 5. Select a placement for the new page within the structure.
- 6. Click Create.

Add a New Content Section

- 1. From the bottom **Add** toolbar, click **Section**.
- 2. Enter a title for the new web page section (*maximum of 100 characters*).
- 3. (Optional) Enter a title description.
- 4. Click **Create**. You should now see the new section appear in the portfolio structure in the left panel, identified with a diamond-like icon.

Delete a Page or Section

- 1. Click to select the item from the left panel.
- 2. Click Delete Area.

This deletes the page or section, all content it contains, and any linked pages or sections.

Move a Page or Section

- 1. Click to select the item that you want to move.
- 2. Click **Move Area**. At the top of the left panel, **Cancel** and **Paste to other folio** buttons appear. A list of the pages and sections within the current portfolio are displayed with **Paste** buttons to the right of each one.

To paste the page or section within the current folio,

- 1. Click **Paste** next to the page or section into which you want to move your selection. The *Placement Options* window appears with various location options for pasting the selected item.
- 2. Select the location.
- 3. Click **Submit**. The item moves to the location you selected.

To paste the page or section to another existing portfolio,

- 1. Click **Paste to other folio**. A list of all your existing portfolios appears.
- 2. Select the portfolio into which you want to move your selection.
- 3. Paste your selection as <u>described in the section above</u>.

Copy a Page or Section

- 1. Click to select the item that you want to copy.
- 2. Click **Copy Area**. At the top of the left panel, **Cancel** and **Paste to other folio** buttons appear. A list of the pages and sections within the current portfolio are displayed with **Paste** buttons to the right of each one.

To paste the page or section within the current folio,





- 1. Click **Paste** next to the page or section into which you want to move your selection. The Placement Options window appears with various location options for pasting the selected item.
- 2. Select the location.
- 3. Click **Submit**. The item moves to the location you selected.

To paste the page or section to another existing portfolio,

- 1. Click **Paste to other folio** button. A list of all your existing portfolios appears.
- 2. Select the portfolio into which you want to move your selection.
- 3. Paste your selection as <u>described in the section above</u>.

If you have any additional questions or comments, please do not hesitate to contact Mentoring Services at help@taskstream.com or at 800-311-5656.

