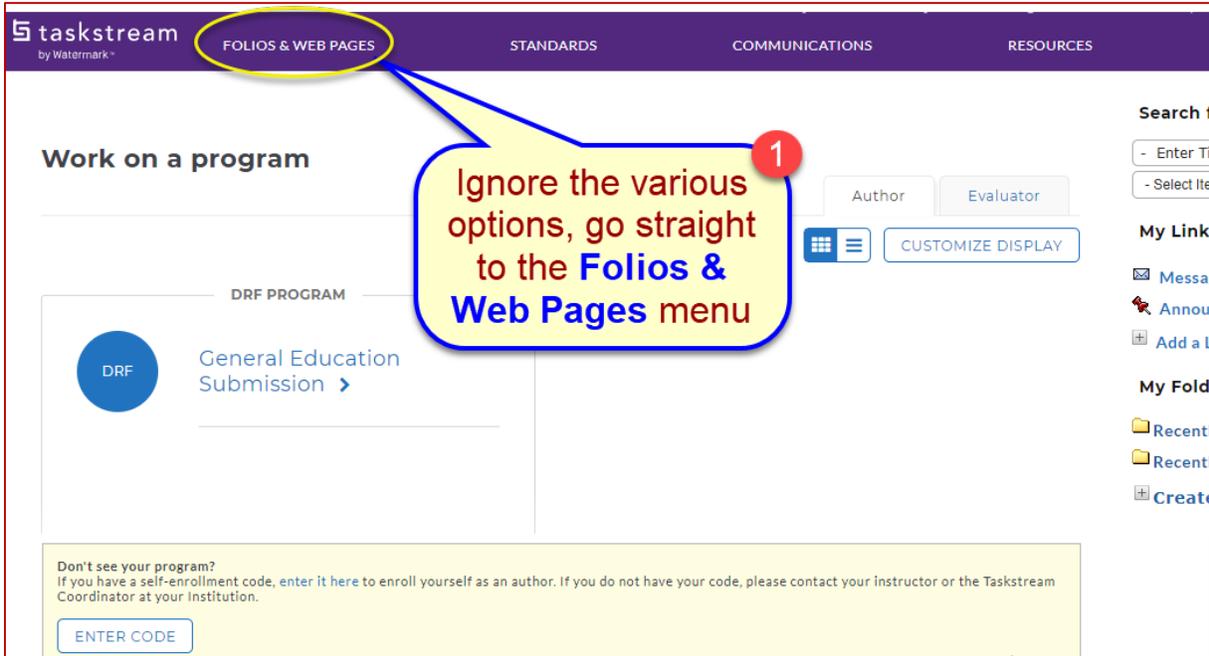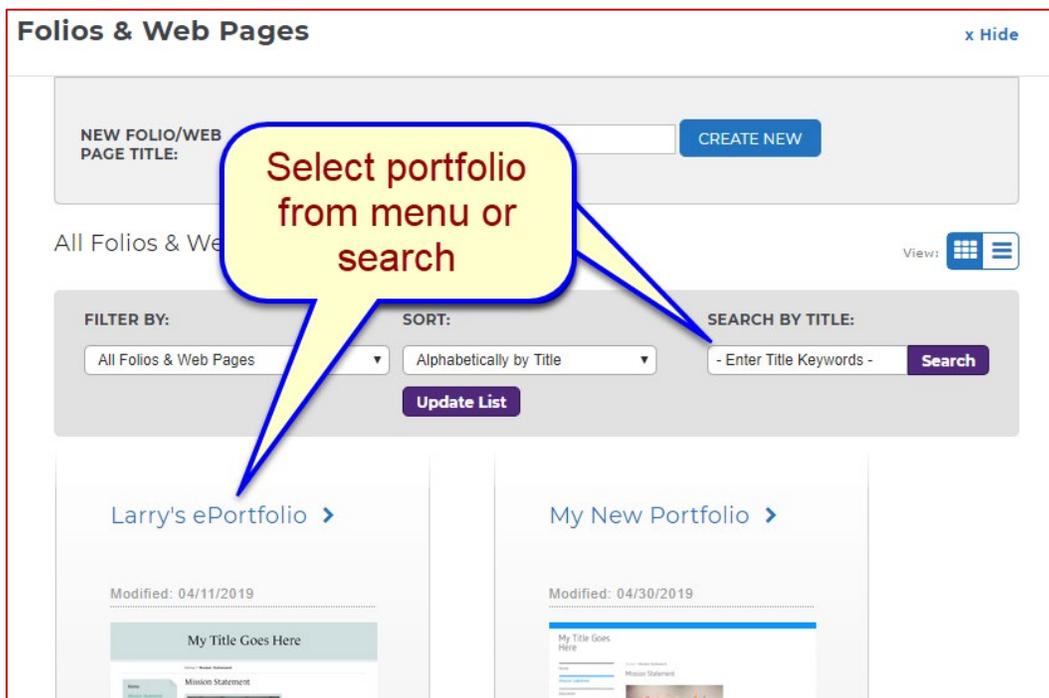# Quick Guide to Taskstream:
Part 3: Adding Items to ePortfolio

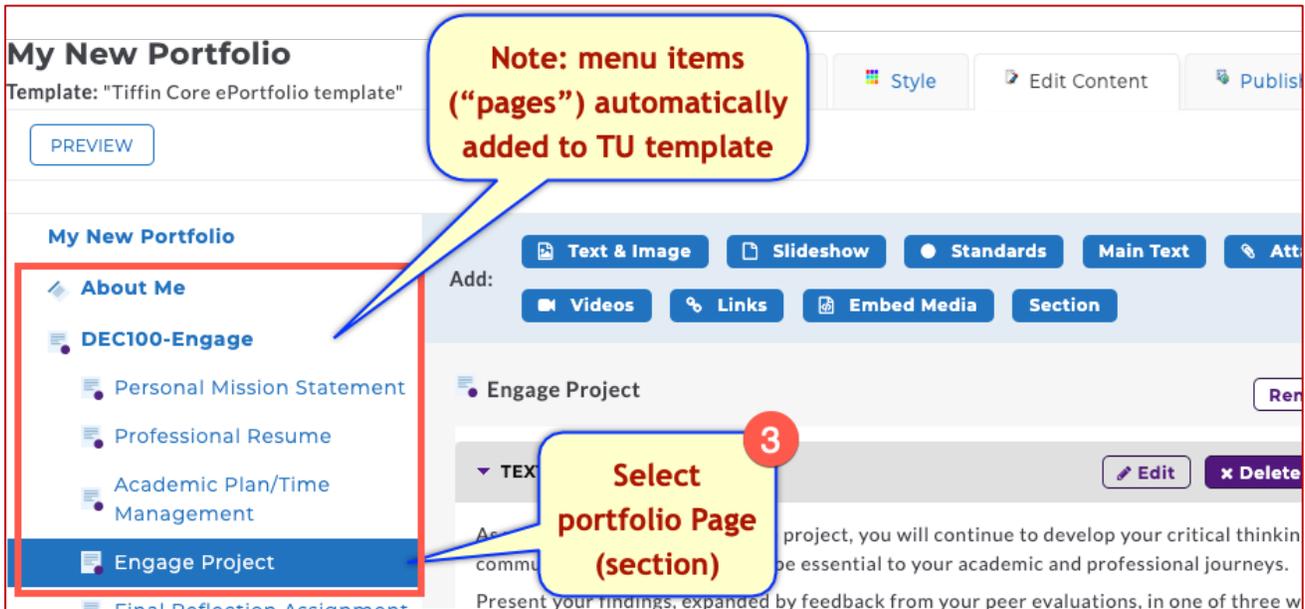## Step 1: Select Folios & Web Pages link from main menu.

Step 2: Select portfolio.

Alternatively, filter or search results if you have more than 2-3 projects.

Step 3: Select Page to edit.

A page is basically a section or menu item in the ePortfolio. When you create the ePortfolio using the Tiffin Core template these items will appear automatically.

## Step 4: Use the web editor to revise the page information.

Alternatively, you can select the Attachment option to upload a word processed document or use the other options to insert videos, images, links to web pages or other types of media.

Steps 5-6: Publish/Share

At the top of the Taskstream window click Publish/Share to share your work with others. The screenshot for Step 6 shows you options for either sharing a link to your portfolio via email (e.g. to your instructor or potential employer) or creating a single PDF document for download or offline use.

If you previously published your portfolio and no longer wish for it to be available online, click the button, **UNPUBLISH**.
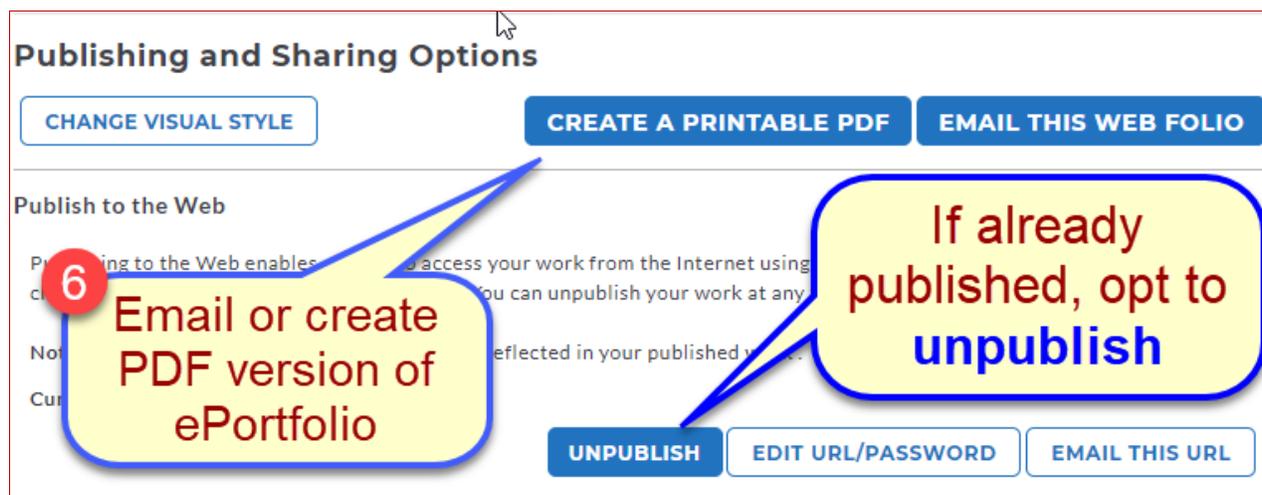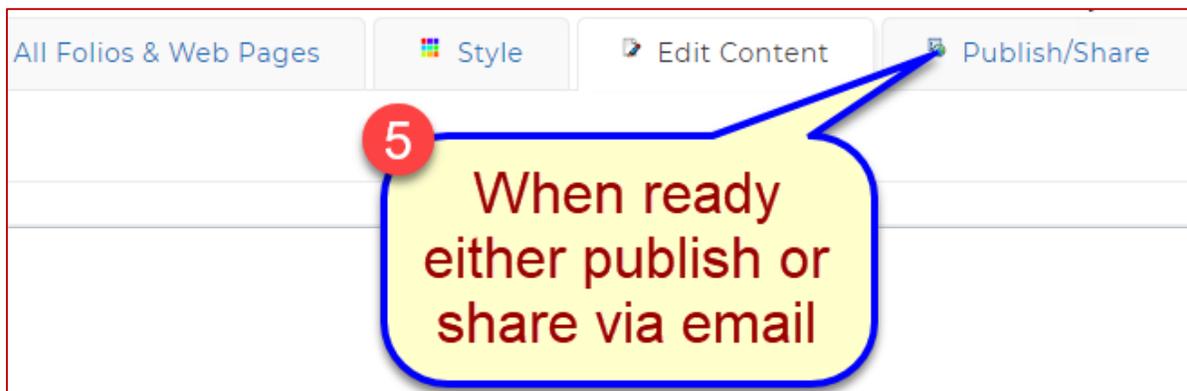
Step 7: Email Settings

After selecting the button, in Step 6, **Email This Web Folio**, a new screen will appear with email settings. Though you can manually enter addresses of people outside of TU, for faculty and classmates select the button, **Select Recipients**. From here you can browse all TU users.

Once selected, you may opt to allow others to create a copy of your work. By default, this option is disabled. You may also add a subject line or note to the email in the **Personalize Message** window. When ready to share, click the **Send** button at the bottom of the page.

Step 8: Publish Settings

To finalize your work, select **Publish/Share** then **Publish**. Optionally, you may customize the Web address. You can't change the URL, but you can personalize the name of the web page. This name, however, cannot include spaces or special characters. For example, "Maus-portfolio" satisfies the requirement, but "Michelle's Portfolio" or "Michelle's_Portfolio" do not due to the apostrophe, space, and underscore character. You may also include a password, consisting of at least four numbers or letters. If none, select the **No password needed** option.