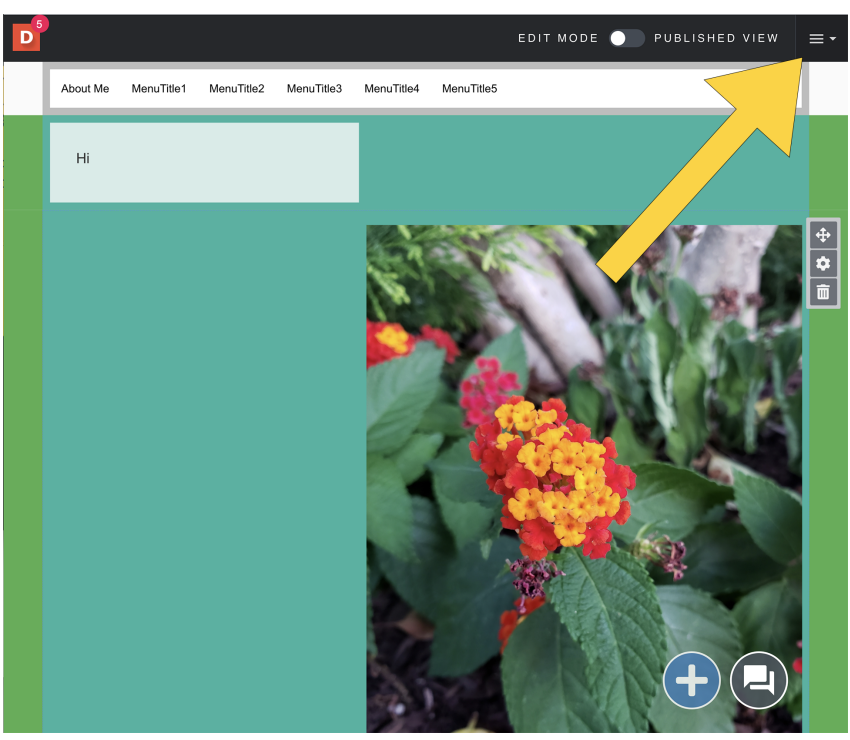
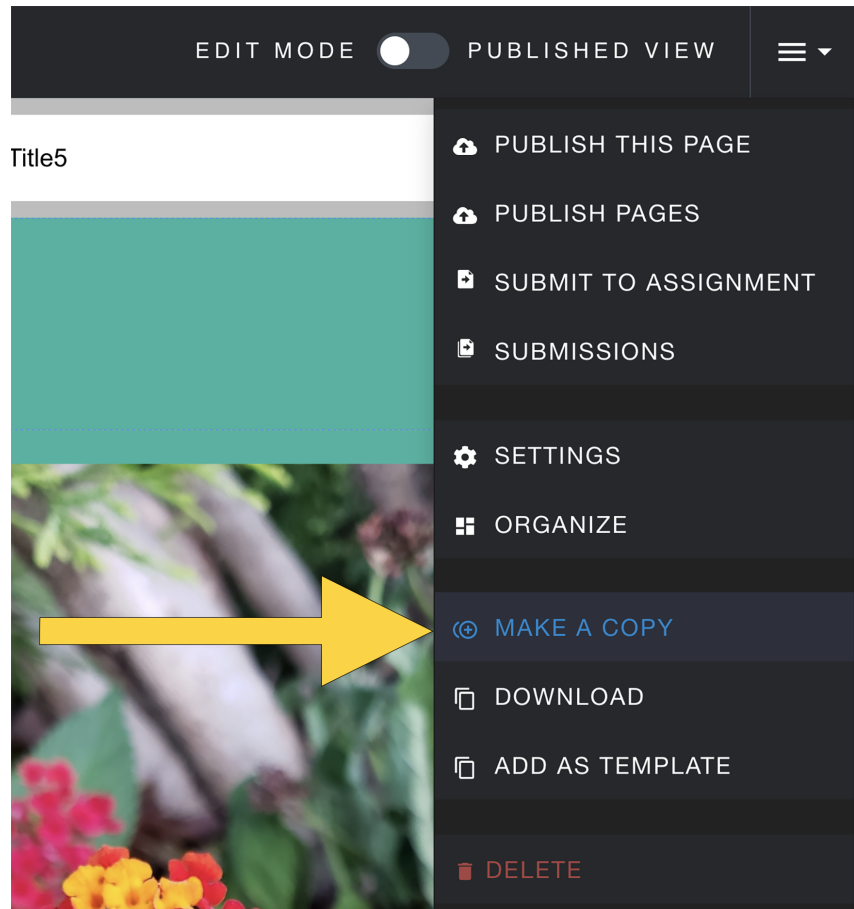


Sometimes you may want to try something such as a new design in your Aportfolio. Or you may want to make a similar Aportfolio with a few differences to send to a particular audience. In these situations, making a copy of your Aportfolio is helpful. You should start in the Aportfolio you would like to copy.

<p>Step 1</p> <p>To make a copy, click on the settings menu.</p>	 <p>The screenshot shows the Aportfolio interface in 'PUBLISHED VIEW' mode. At the top, there is a navigation bar with a 'D' logo and a toggle switch between 'EDIT MODE' and 'PUBLISHED VIEW'. Below the navigation bar is a menu with items: 'About Me', 'MenuTitle1', 'MenuTitle2', 'MenuTitle3', 'MenuTitle4', and 'MenuTitle5'. The main content area features a teal background with a light green box containing the text 'Hi'. A large photograph of red and yellow flowers is positioned on the right side. A yellow arrow points to the settings menu icon (a gear) located in the top right corner of the content area. Other icons for adding content (+) and deleting content (trash) are visible at the bottom right of the image.</p>
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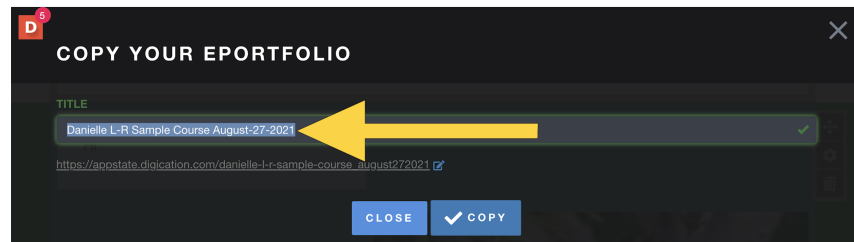
Step 2

Select make a copy.



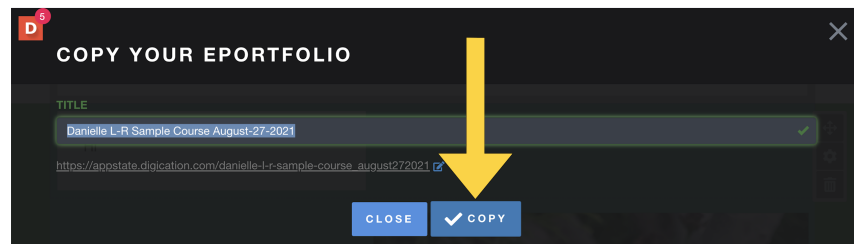
Step 3

Next, give this new Aportfolio a unique name.



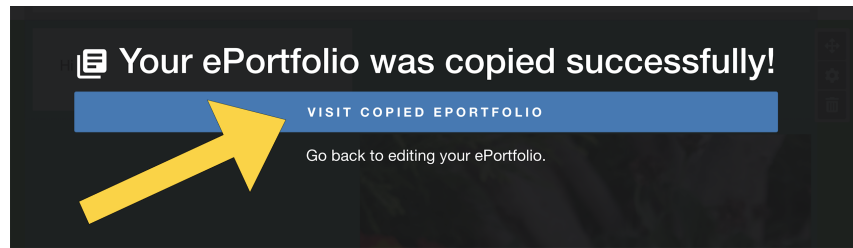
Step 4

Click the copy button.



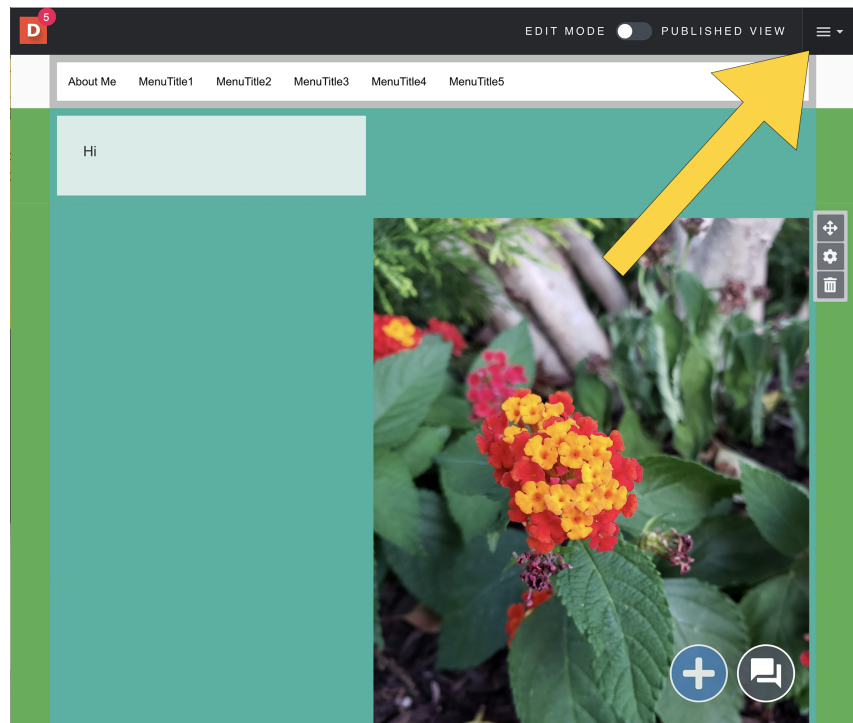
Step 5

Once your Aportfolio has successfully copied, you will see this screen. If you would like to start working in your new Aportfolio, click “visit copied Aportfolio.”



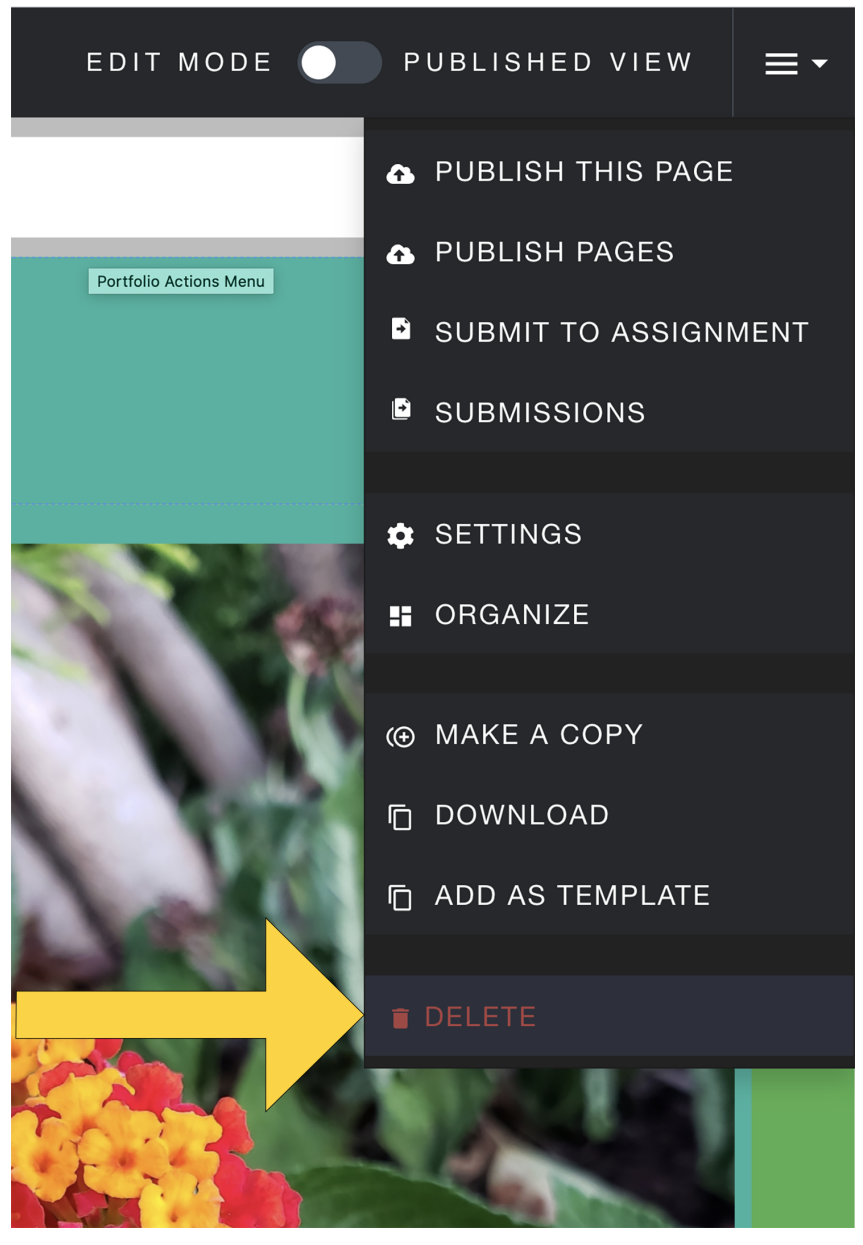
Step 6

If you would like to delete an Aportfolio, click the settings menu.



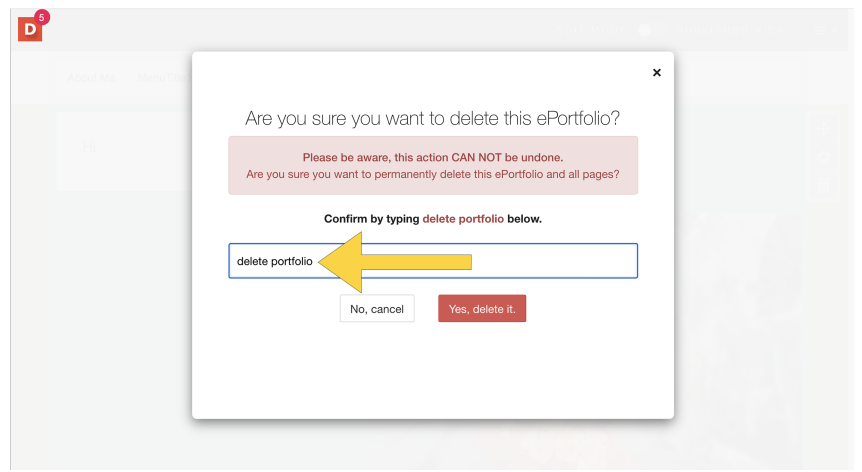
Step 7

Next click delete.



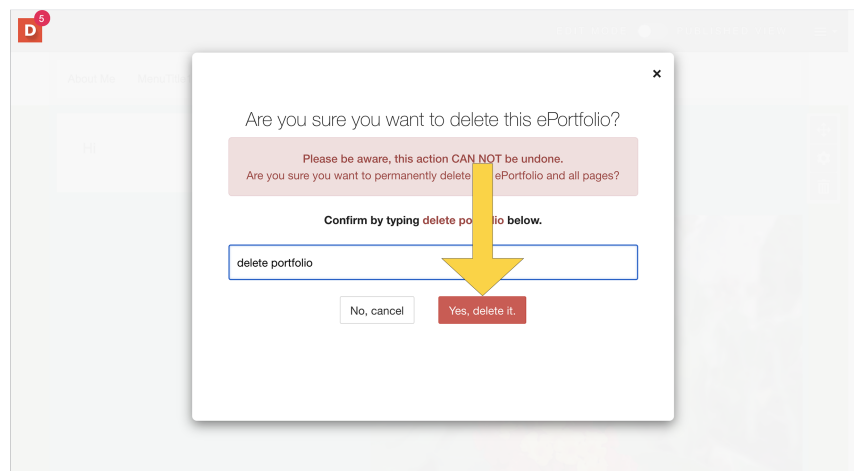
Step 8

You must type the words "delete portfolio" in all lowercase to confirm.



Step 9

Once you have typed, delete, select the "Yes, delete it." button as the final step to delete a portfolio.



Step 10

You can then return to your dashboard.

