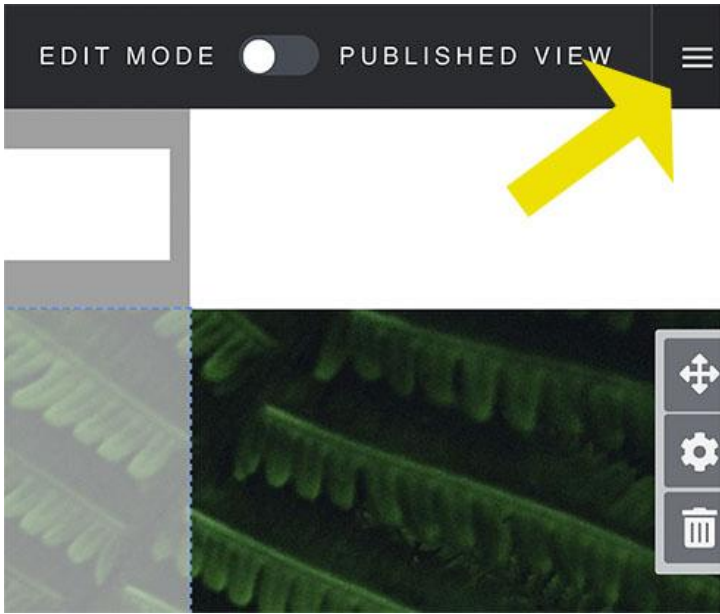
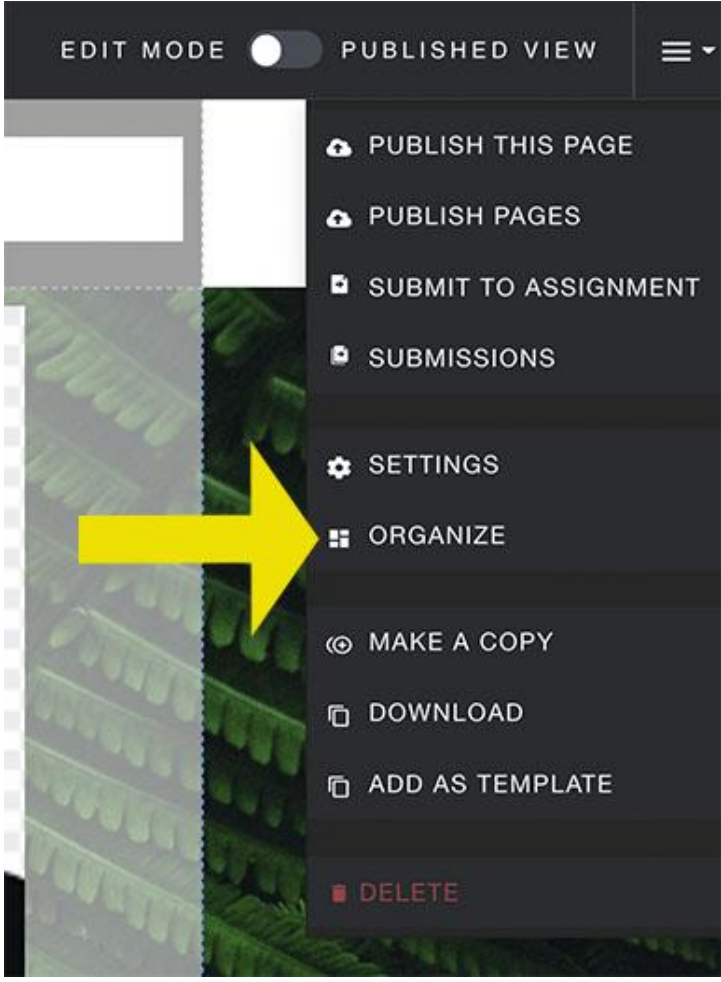
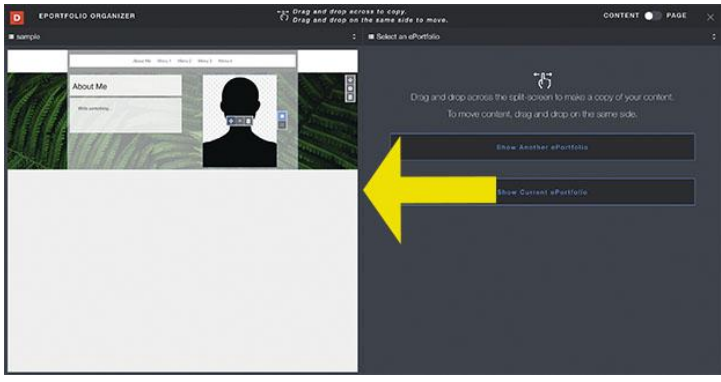


Organize

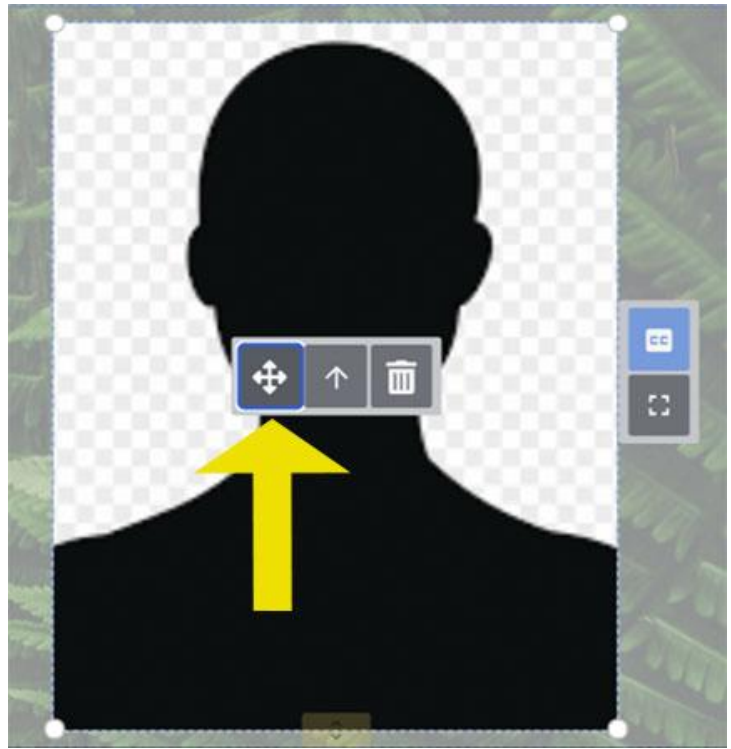
The organize feature is helpful if you need to quickly organize content on your page.

<p>Step 1</p>	<p>Click on the hamburger icon in the top right of the screen.</p>	
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<p>Step 2</p>	<p>Click the organize button.</p>	 <p>The screenshot shows the 'EDIT MODE' interface. At the top, there is a toggle switch for 'PUBLISHED VIEW'. Below it is a dark menu with several options: 'PUBLISH THIS PAGE', 'PUBLISH PAGES', 'SUBMIT TO ASSIGNMENT', 'SUBMISSIONS', 'SETTINGS', 'ORGANIZE', 'MAKE A COPY', 'DOWNLOAD', 'ADD AS TEMPLATE', and 'DELETE'. A large yellow arrow points to the 'ORGANIZE' option.</p>
<p>Step 3</p>	<p>To move content around the page, use the screen on the left.</p>	 <p>The screenshot shows the 'EPORFOLIO ORGANIZER' interface. It features a split-screen layout. The left side displays a preview of a portfolio page with an 'About Me' section and a silhouette. The right side is a control panel with a 'CONTENT' tab selected and a 'PAGE' tab. A yellow arrow points from the right side towards the left side of the preview, indicating the direction of content movement.</p>

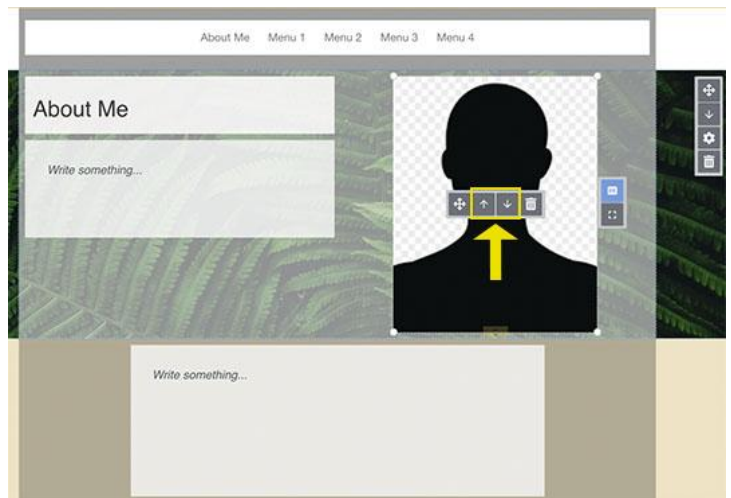
Step 4

To move content around the page, you can use the icon with four arrows. Click and drag on the logo.

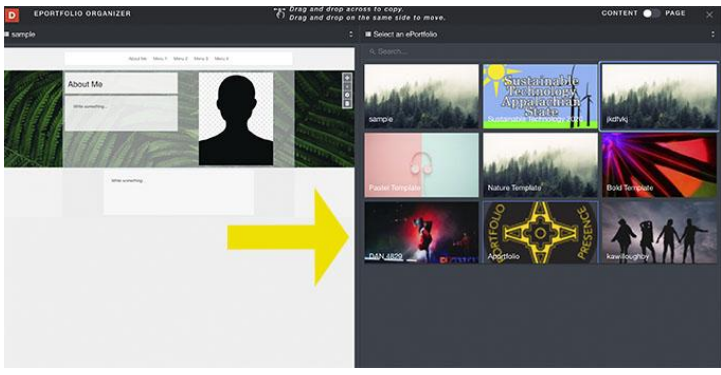
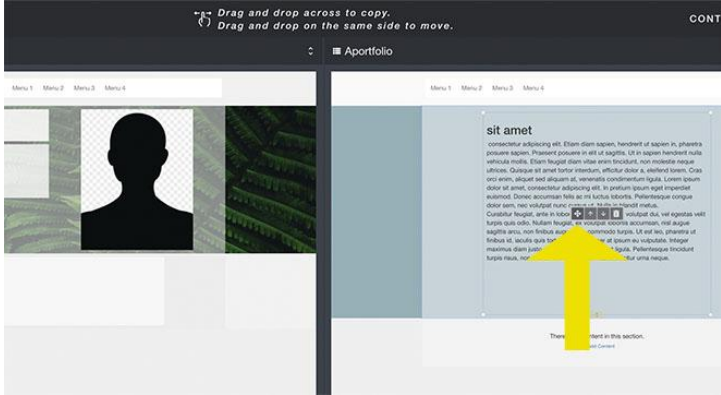
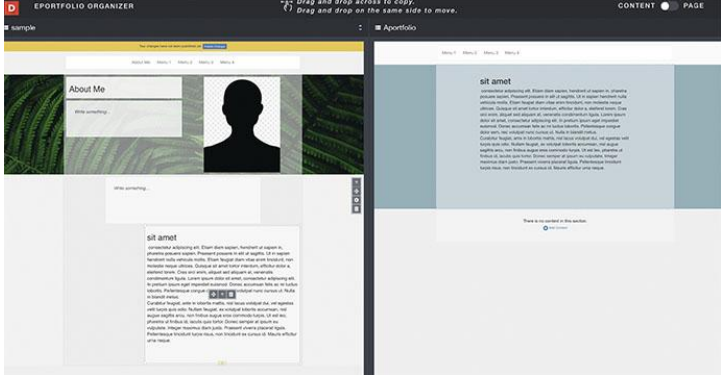


Step 5

Click the single arrow logo to move content from section to section.

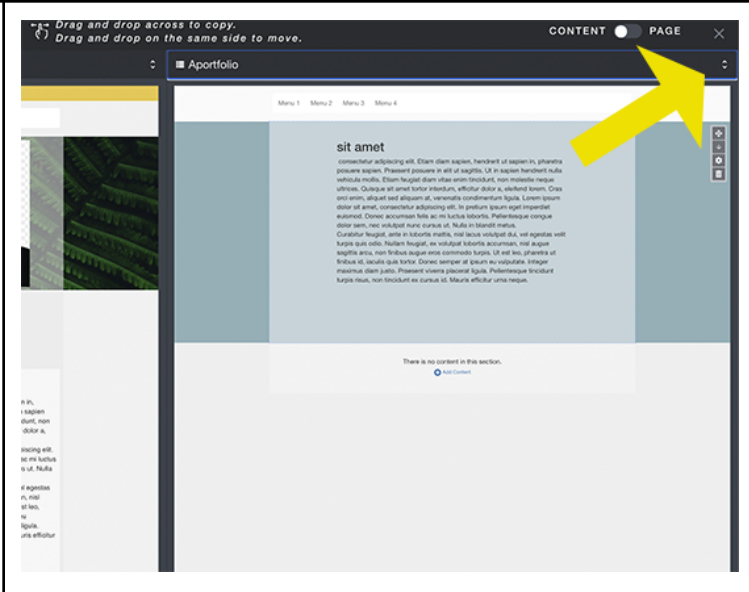


<p>Step 6</p>	<p>You can also change to order of the sections:</p> <p>Use the single arrow icon to move a section up or down one section at a time.</p>	
<p>Step 7</p>		
<p>Step 8</p>	<p>The right-hand side of the screen allows for movement between pages or even ePortfolios.</p> <p>To move content from a page within your current eportfolio, click “Show Current ePortfolio”.</p> <p>To move content from a different portfolio, click “Show Another Portfolio”.</p>	

<p>Step 9</p> <p>After this, you can select a portfolio to work from. This does include the one you are already working on.</p>	
<p>Step 10</p> <p>Once you have your desired portfolio, you can move content from one to the other.</p> <p>To do so click on the four arrows moving tool.</p>	
<p>Step 11</p> <p>Then, click and drag the content to the other portfolio.</p>	

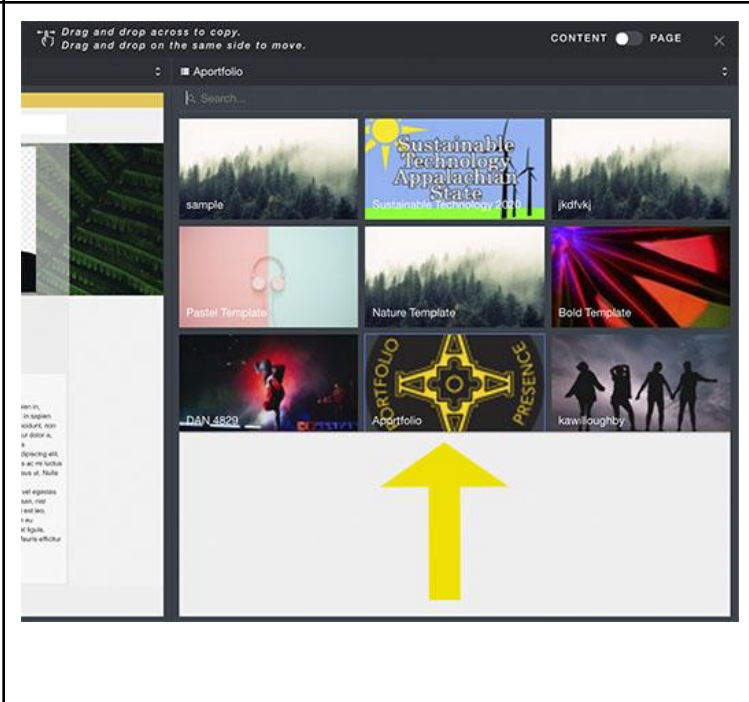
Step 12

To put a new portfolio on the right hand side of the screen, click the arrows next to the name of the portfolio at the top of the page.



Step 13

From here, you can select a new portfolio to work from.



Step 14

When you are done organizing, click the 'X' at the top right of the screen.

