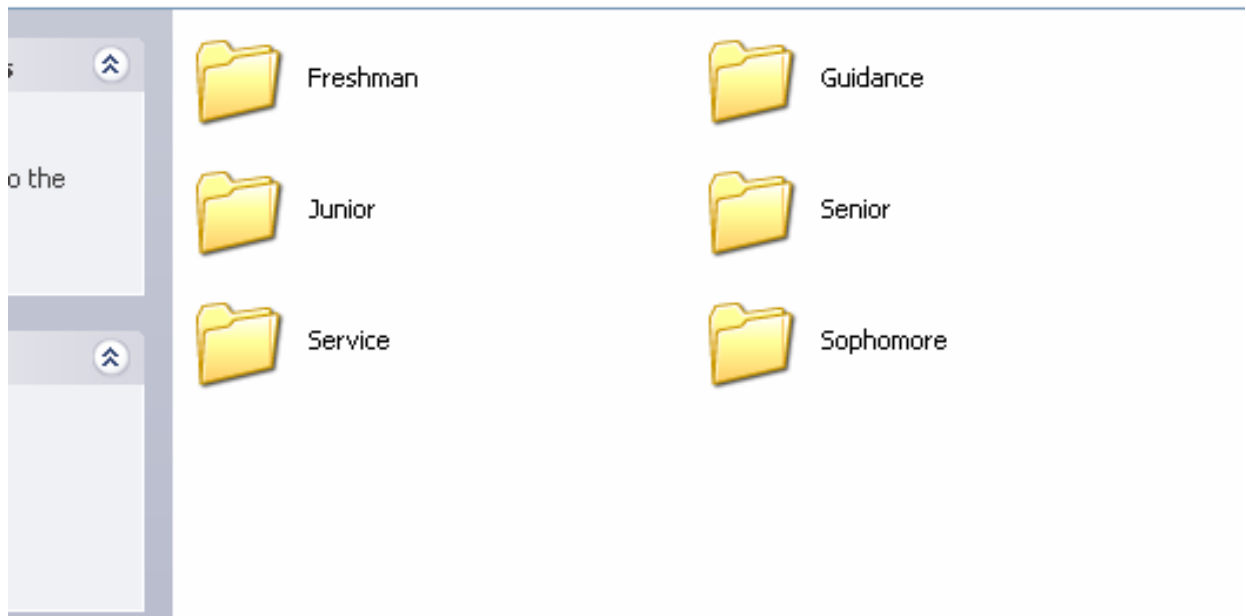


### To Create the Appropriate Portfolio Folder in My Documents:

1. Go to the Class Resources Folder on the ND Network and locate the folder called, "**Portfolio Folder Template.**"
2. Right-Click that folder and choose **Copy**.
3. Go to your **My Documents** folder, Right-Click anywhere inside that folder, and choose **Paste**.
4. Rename that folder **Portfolio** by Right-Clicking it, and choosing **Rename**.

The image below represents what should have copied into your Documents folder.



### If you are not at ND and would like to create the folder manually:

1. Open **My Documents**
2. **Right-Click** anywhere inside
3. Select **New → Folder**
4. Name it **Portfolio**
5. **Open** the Portfolio folder you just created
6. **Repeat steps 2-4** until you have 6 folders, similar to the image above.

**This will be the only acceptable folder format. Anything different will not be graded. You may organize the contents of each folder any way you choose.**