iWebfolio Instructions: REMOVE and REORDER CATEGORIES and SUBCATEGORIES

To remove and/or reorder a top level CATEGORY:

- 1. From within the portfolio "Edit" view, select the "Contents" tab
- 2. Click the category title/link (e.g. "Fall 05 Semester")
- 3. Click "Remove" to the right of the content displaying for that category
- 4. Click the "up-arrow" or down-arrow" to reorder the categories

EDIT PORTFOLIO: S06-48205 Architecture, Design & Materials Studio



To remove and/or reorder a SUBCATEGORY:

- 1. From within the portfolio "Edit" view, select the "Contents" tab
- 2. Click the category title/link (e.g. "S06 Neighborhood Library")
- 3. Scroll to the bottom of the page and click on the "Attachments" tab
- 4. Click "Remove" beside those items you want to delete.
- 5. Click the "up-arrow" or "down-arrow" next to the subcategory title that you want to move/reorder in the list.

	EDIT PORTFOLIO: S06-48
	GENERAL
	Add New Category
	<u>⊟Home</u> (€) 🕤
	E Fall 05 Semester
	ESO6: Mobile Library
-	S06: Neighborhood Library
	Process Work Design Summary Cartoon of Final Presentation
	<u>Final Documentation</u> <u>Process Work</u>
	Design Summary Final Documentation

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Final Docu	mentation			Remove

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View Portfolio

iWebfolio Instructions: REMOVE and REORDER CATEGORIES and SUBCATEGORIES

The S06-48205 Architecture, Design & Materials Studio portfolio navigation should appear in this order:

Home
F05: Pittsburgh Program
Pittsburgh Program
F05: Frick Annex
Frick Annex
S06: Mobile Library
Process Work
Final Documentation
S06: Neighborhood Library
Process Work
Design Summary
Cartoon of Final Presentation
Final Documentation
S06: Research Project
Research Documentation

GENERAL	
Add New Category	
⊟ <u>Home</u>	۵
E F05: Pittsburgh Program	
 Pittsburgh Program 	
E F05: Frick Annex	
 Frick Annex 	
S06: Mobile Library	
Process Work Final Documentation	
S06: Neighborhood Library	
Process Work Design Summary Cartoon of Final Presentation Final Documentation	
S06: Research Project	۲ ک
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