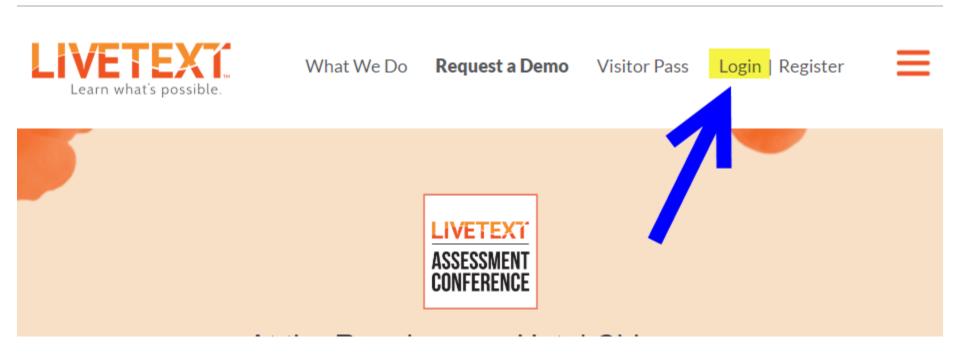
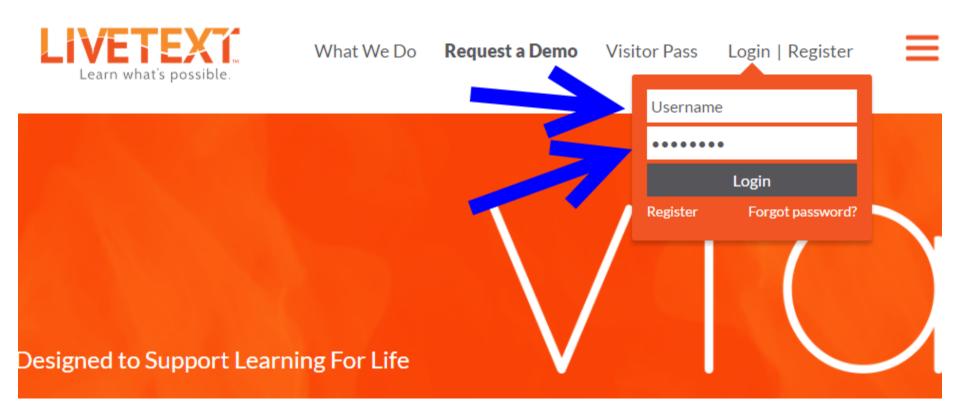
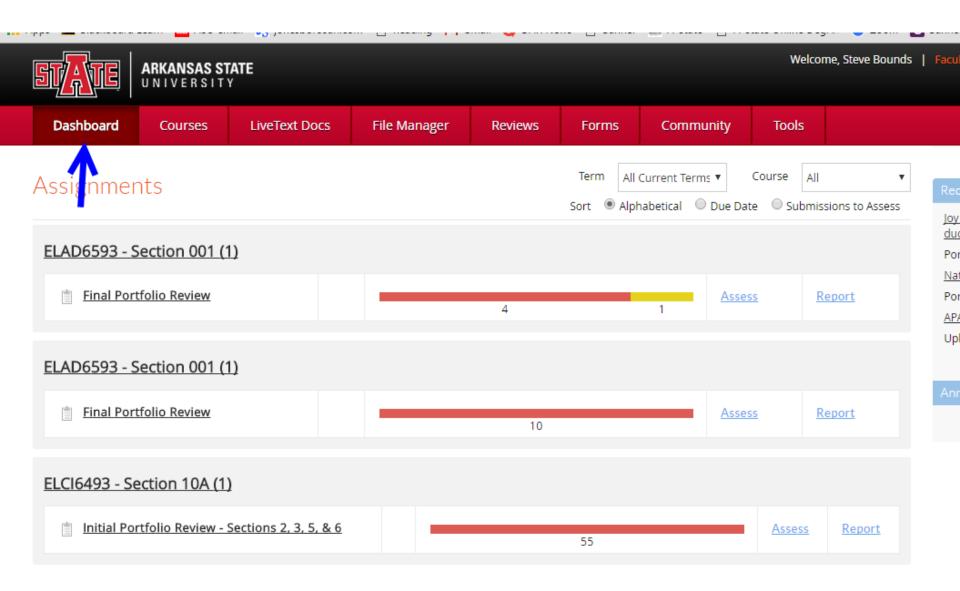
## Go to <a href="https://www.livetext.com">www.livetext.com</a> and click on Login



## Enter your Username and password; click *Login*



### The **Dashboard** is the "home page"



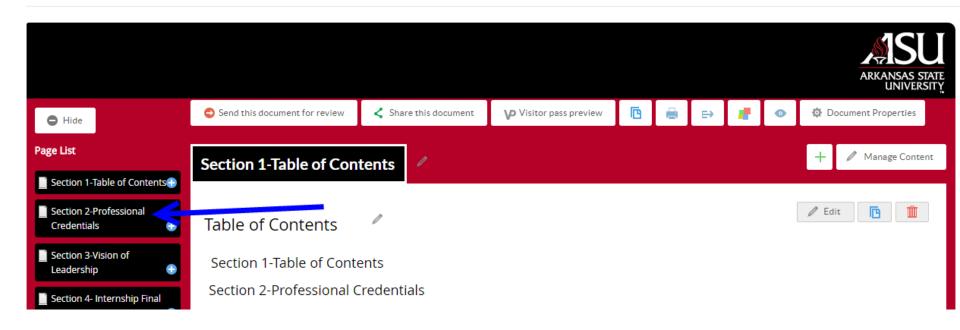
# Click on *LiveText Docs* to locate your portfolio template. Click on the file name to open it.

(Files are listed alphabetically.)

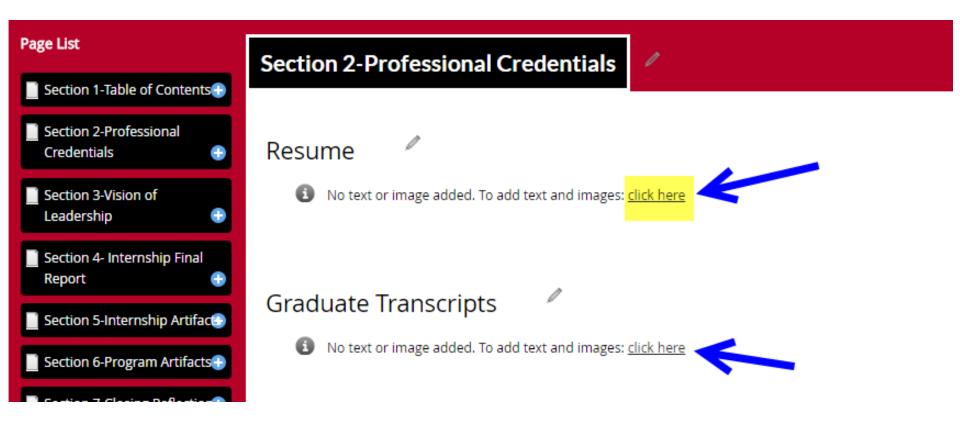
Dashboard		Courses	LiveText Docs	File Manager	Reviews	Forms	Community	Tools	
Dasiib			Live lext bots	File Manager					
	↑ <u>Titl</u>	<u>e</u>			<u>Type</u>	Date Created		Date Modified	
	ΒA	P Portfolio Temp	<u>plate</u>		Portfolio	Feb 12, 2012	2 3:51 PM	Feb 12, 2012 5	50 PM
	□ E	DAD 7103 Schoo	ol District Administra	tion	Portfolio	Dec 2, 2008	1:42 PM	Oct 6, 2009 3:0	00 PM
	☐ E	LAD 6053 Planni	ng & Resource Alloca	ation .	Portfolio	Jan 4, 2009	11:18 PM	Sep 16, 2009 1	0:52 AM
	☐ E	LAD 6053 PRA			Project	Feb 10, 2011	1 1:17 PM	Feb 10, 2011 2	25 PM
	☐ E	LAD 7053 Spec F	Prob - School Busines	ss Manual	Assessment	Dec 1, 2009	1:01 PM	Dec 1, 2009 1:2	22 PM
	☐ E	LAD 7063 Educa	tional Facilities		Portfolio	Jul 16, 2009	10:56 PM	Aug 25, 2009 1	0:46 PM
		ma Samples - Po	rtfolio for Building P	rincipal	Portfolio	Jul 2, 2016 4	H:31 PM	Jul 2, 2016 4:3	1 PM
	عل 🗈	hn Doe Portfoli	o Ed Leadership		Portfolio	Jan 14, 2011	L 3:24 PM	Jan 19, 2011 6:	51 PM

### Click on the section to which you wish to add files.





## To add files click where it says "click here"

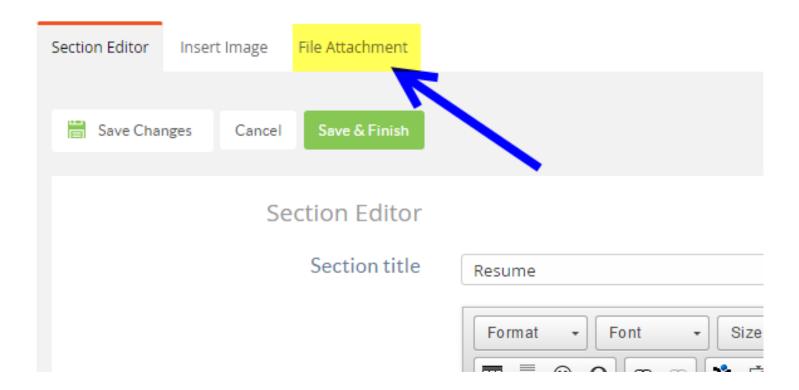


#### Click on *File Attachment*

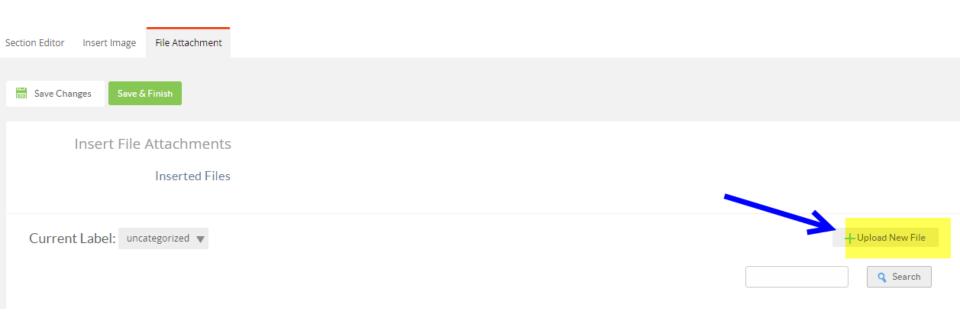


#### Section: Resume

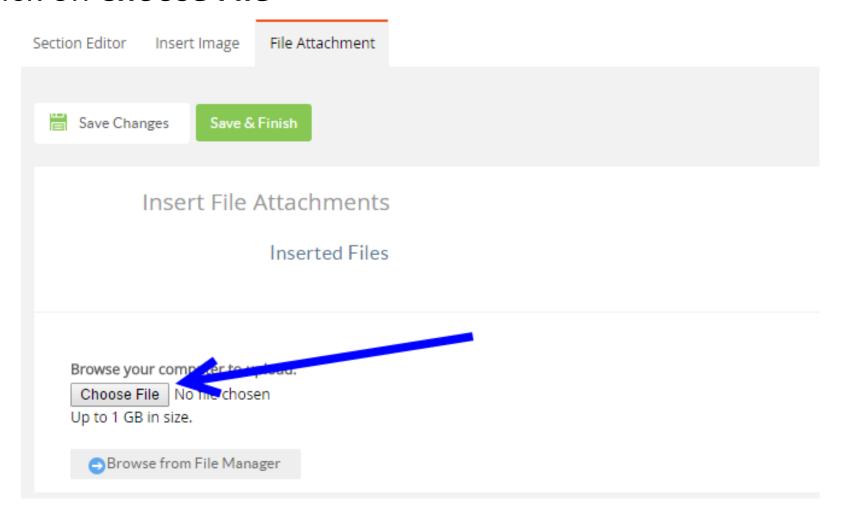
Document: Ima Samples - Portfolio for Building Principal > Page: Section 2-Professional Credentials



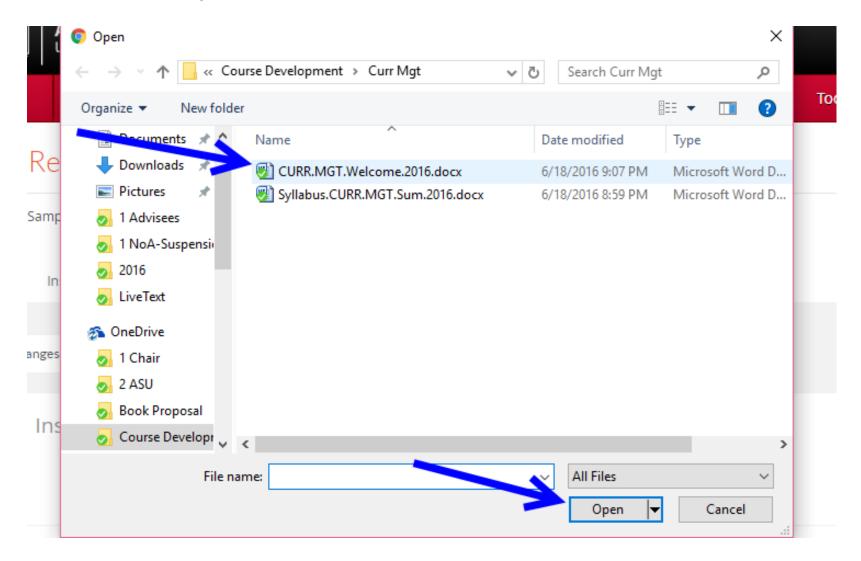
# In the lower right corner of the page click on *Upload New File*



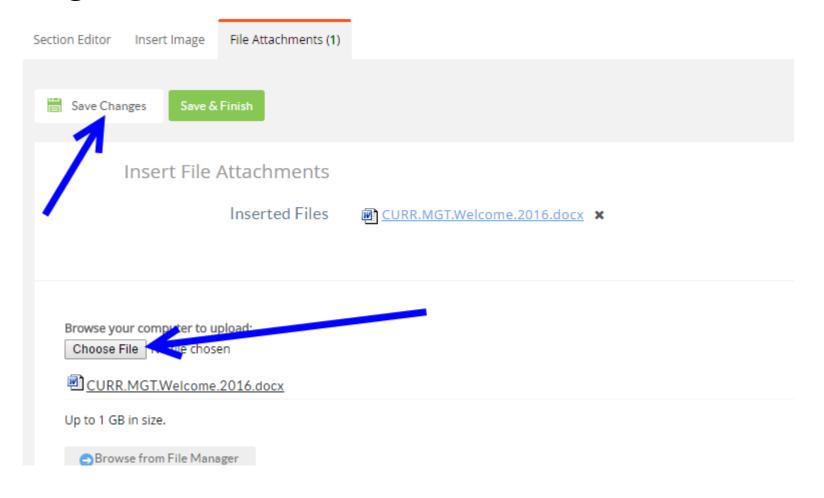
#### Click on *Choose File*



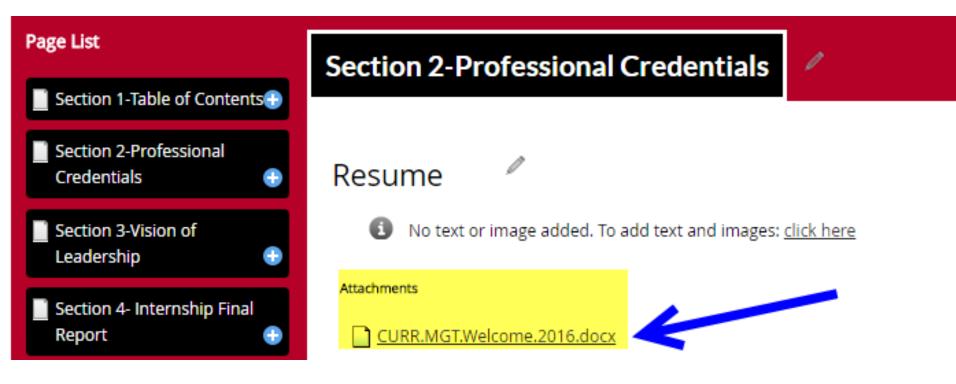
### Locate and upload the file



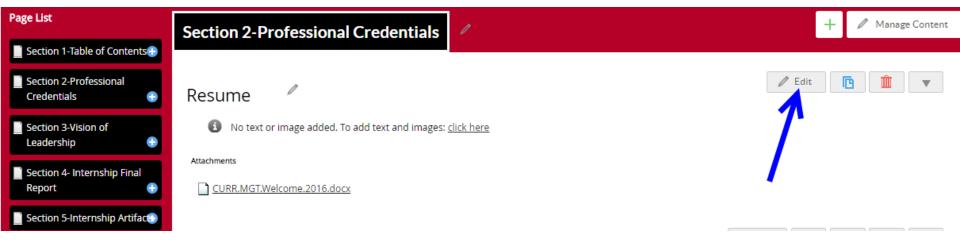
Add more files, if you wish, by clicking *Choose File* and repeating the process. When you are finished click on *Save Changes* or *Save & Finish* 



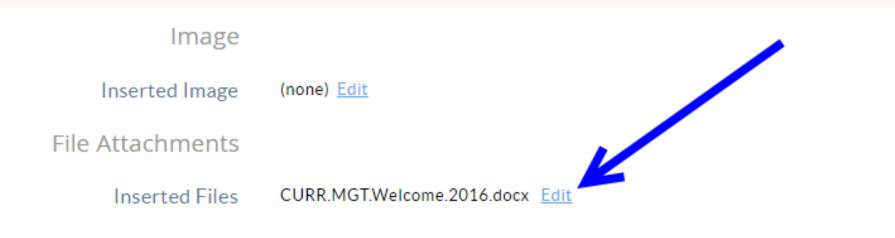
To verify that your file has been attached go back to the portfolio section and look under *Attachments*.



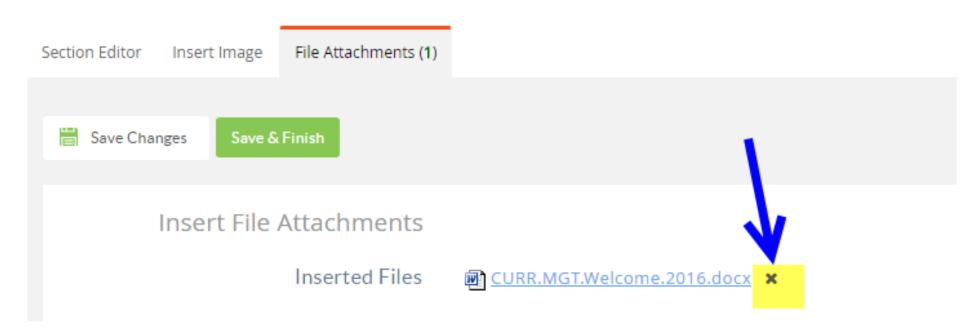
#### To delete an attached file click on the **Edit** button



# Scroll to the bottom of the page and click on *Edit* beside the file you wish to delete



Click on the **X** beside the file name and the file will be deleted. (There is no "Are you sure you want to delete this file message" so use caution.)



Repeat the process to add or delete files.