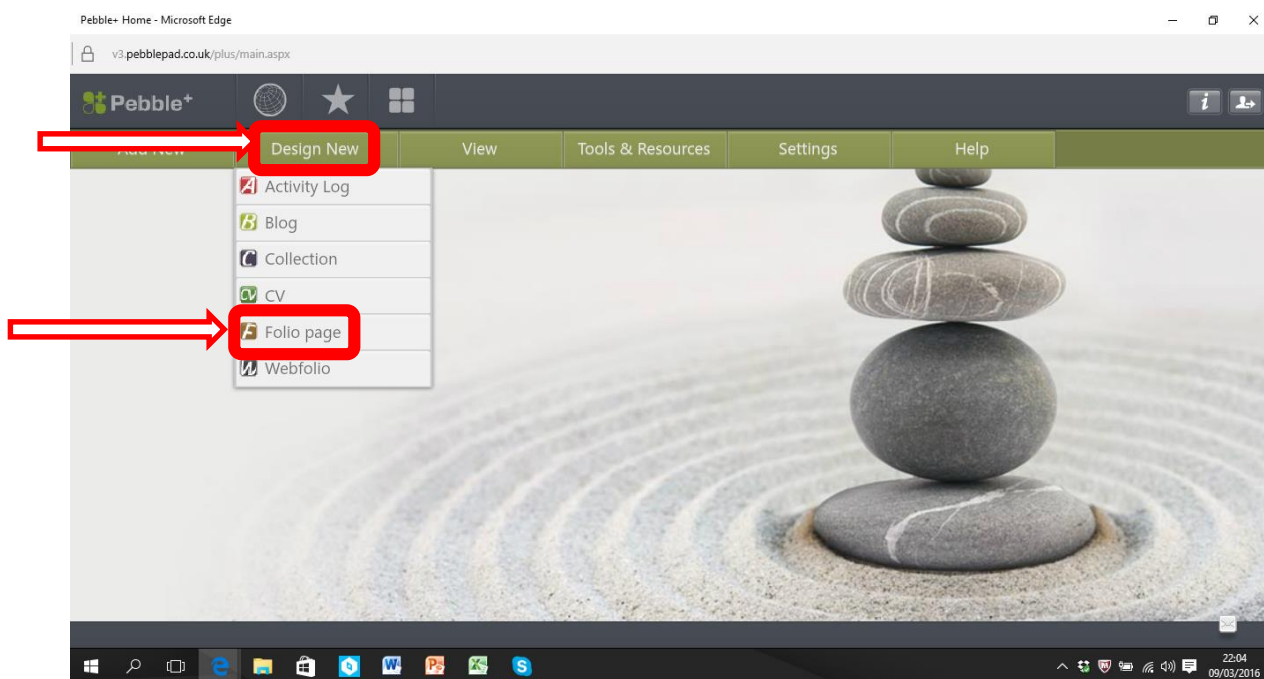
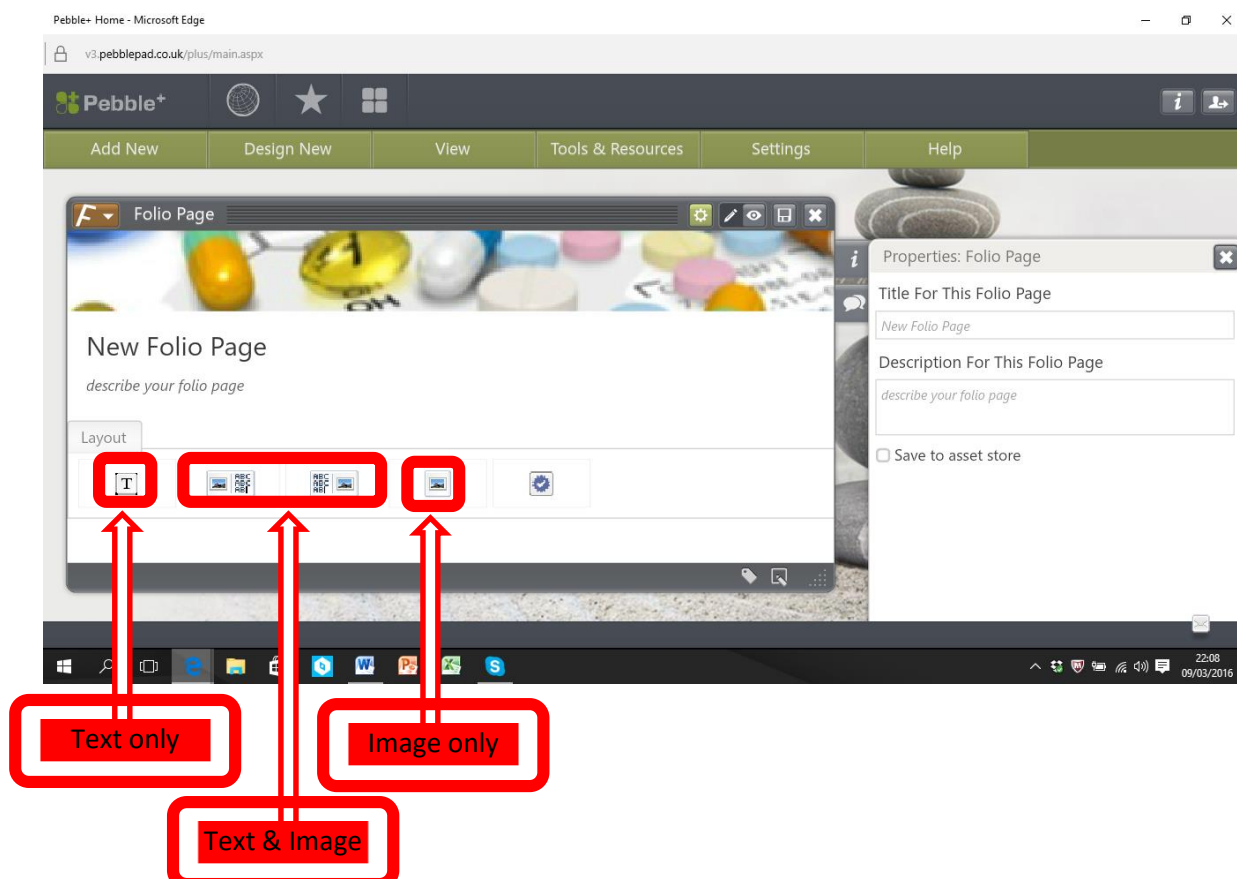


## How to create a new 'folio page'

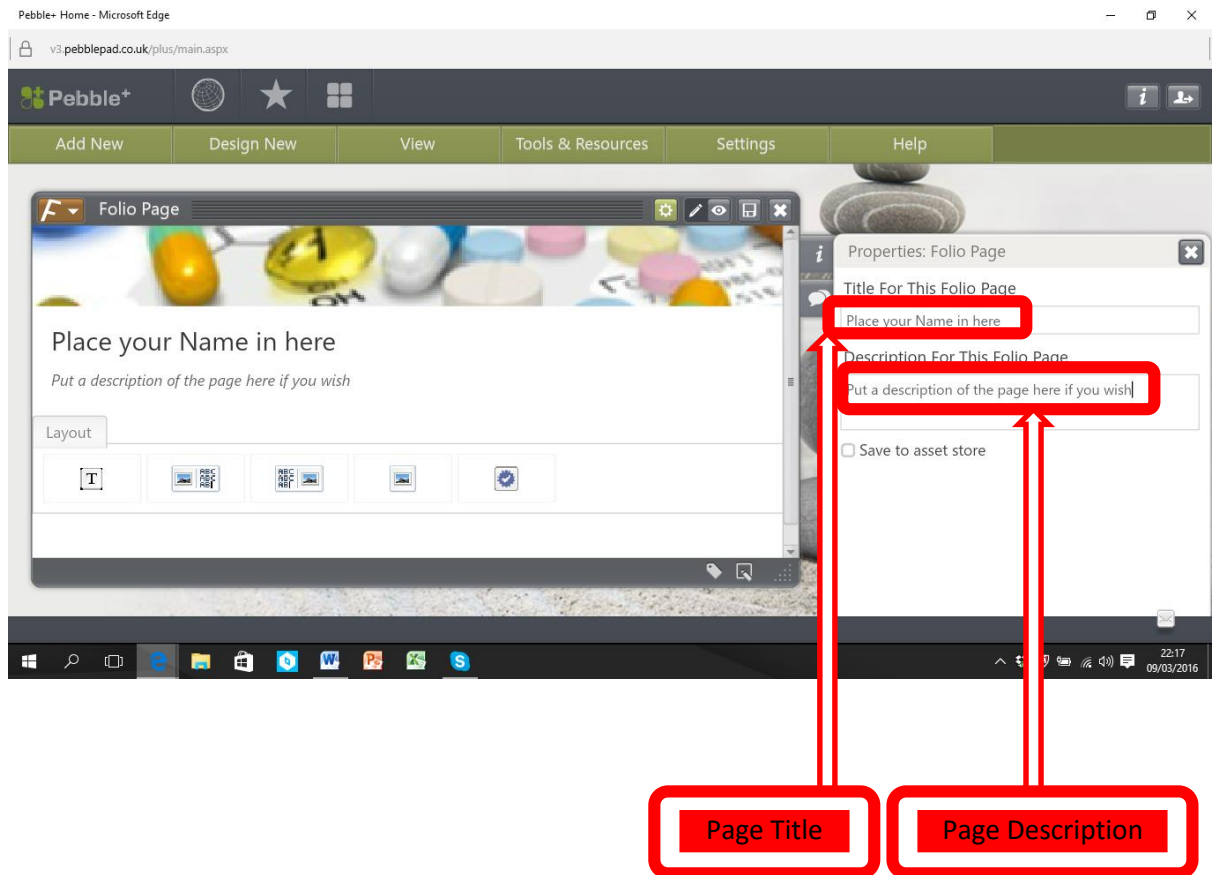
1. Click on 'design new' and choose 'folio page'



2. The following page will open and you can choose to design it whatever way you wish, using the different 'layout' options



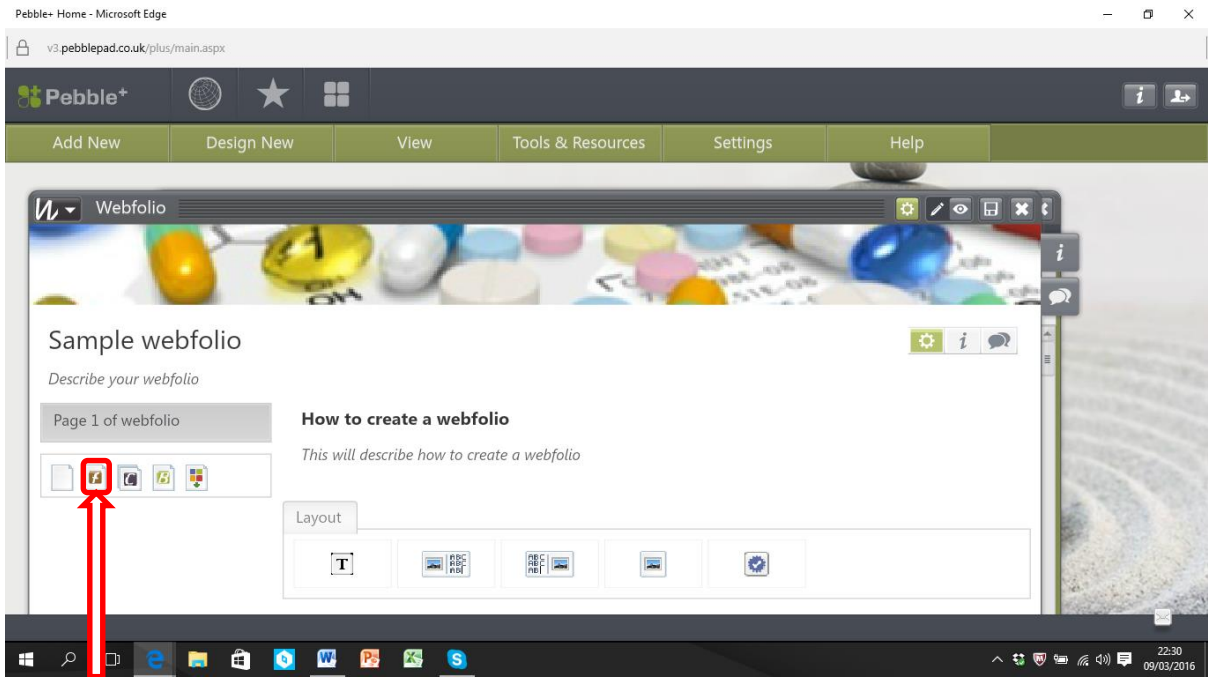
3. You can title the folio page as you wish and also provide a description of what the folio page is about if you want.



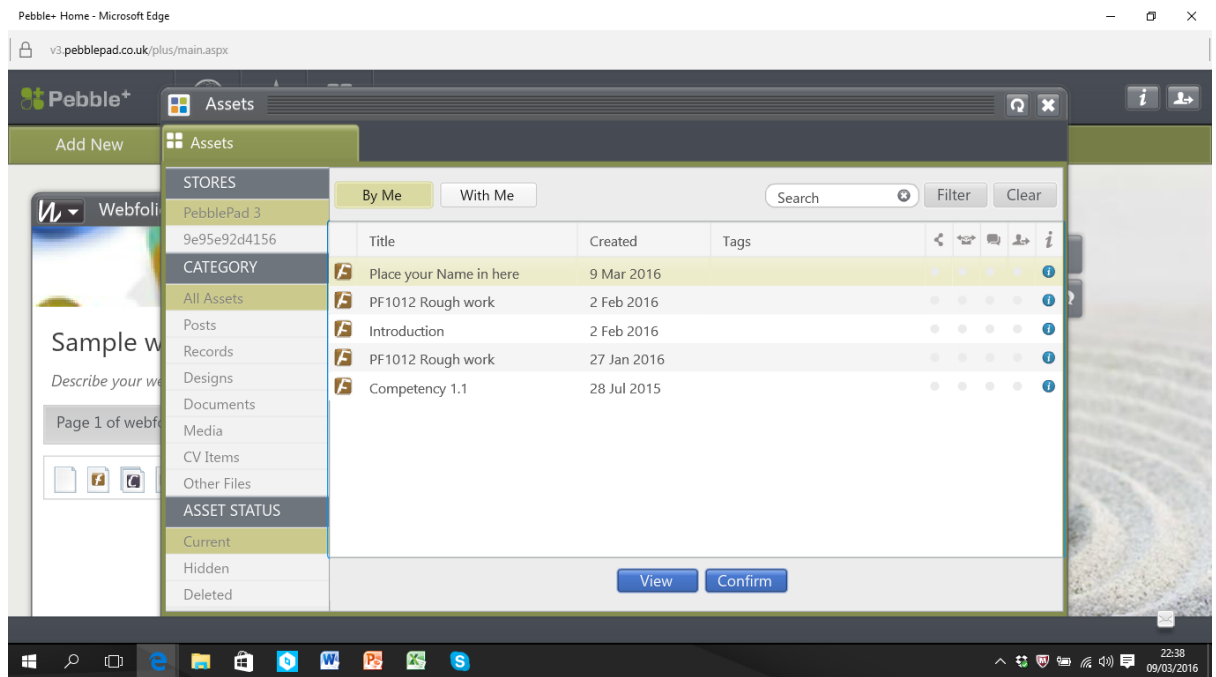
4. If you then hit 'save to asset store' and click close, it will be in your asset store and you can complete it later or you can add to your 'webfolio' and complete in there

#### **How do I add a folio page from my asset store to my webfolio?**

1. Open your 'webfolio' click on the add existing folio page as shown below



2. Highlight the folio page you wish to add and click 'confirm'



3.