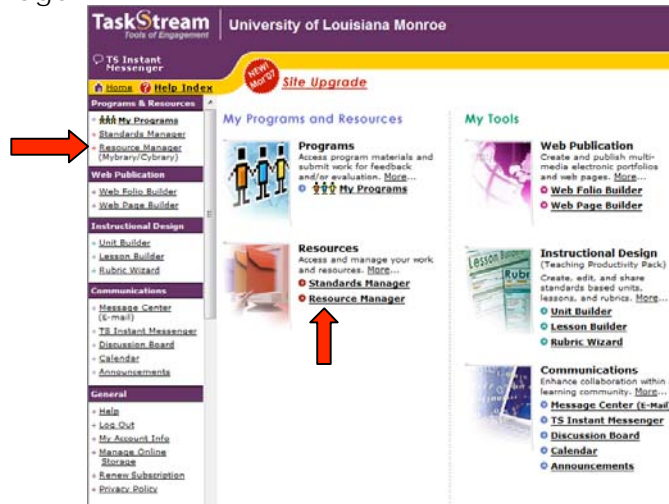


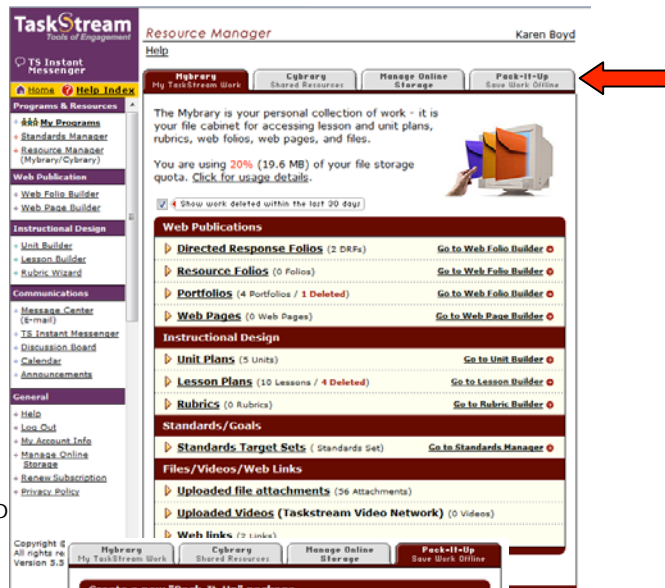
Creating a CD of your Portfolio

To download your TaskStream work to your computer, you must first create and download a package of the work. You can create packages of your work using the Pack-It-Up feature located in your Resource Manager.

1. Click 'Resource Manager'



2. Click the 'Pack-It Up' tab.



3. Click the yellow 'Select Work to Package'



4. You will be taken to Step 1: Select Work to Package. To select the work you wish to package, click the link of the type of work (i.e. 'Directed Response Folios') or the yellow arrow next to the link to display all the work you have created that falls into

that category. Place a check next to each item of work you want to package and click 'Next Step' to proceed.

5. The following screen is 'Step 2: Confirm your selections'. If you are satisfied with your selections, click 'Next Step' to continue.
6. The next step is 'Step 3: Pack-It-Up options'. Select whether you would like the package to be created in a PC-compatible format (ZIP file) or a Mac-compatible format (SIT file). Select how you would like to be notified when the package is ready; either by a message to your TaskStream account, or a message sent to your external email address. Click 'Continue' to proceed.
7. You should receive a confirmation screen stating 'You have completed the pack-it up process'. Click 'Go to Pack-It Up homepage'. At this time, the package is being created. When the package is completed, you can download it from the Pack-It Up tab located in the Resource Manager in your TaskStream account.
8. When the package is ready, you can download it by clicking the 'Download' button that appears under 'Your Packages'. You must download the package directly onto your computer. We recommend downloading the package to your desktop, so it will be easy to find when you are ready to extract the files.
9. Once you've download the package to your computer, you must then extract all the files (using WinZip if on a PC or Stuffit if on a Mac) in order to have the all the data stored in one folder and to have it display correctly. When the files are extracted, you will have a file folder icon entitled 'My TaskStream Work'.
10. You can view the TaskStream work contained in the package by opening the 'Package Menu' which will appear as an Internet Explorer icon (or whatever your default browser may be) in the My TaskStream Work folder. If your computer has the capability, you may then transfer this package to an external storage device (CD, zip drive, etc).