



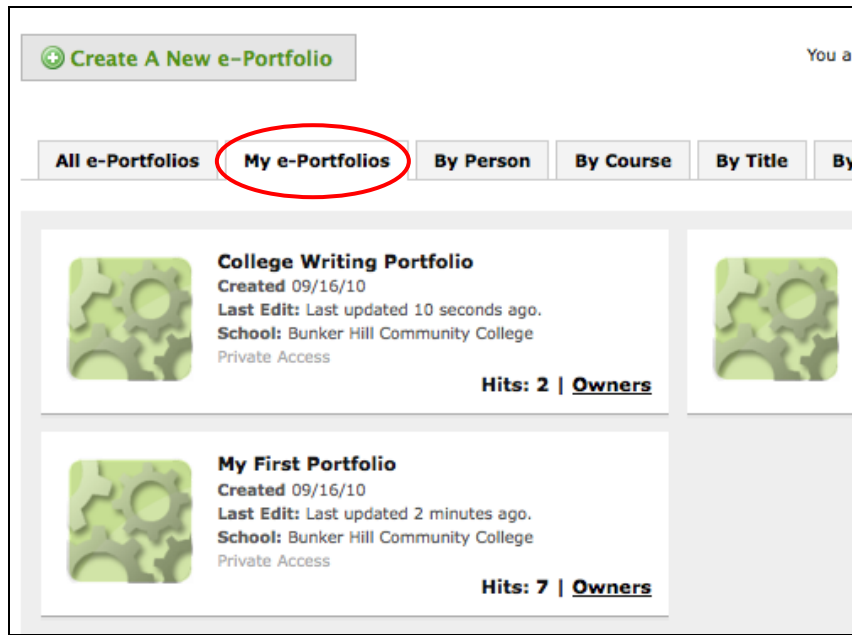
## Delete an Existing Portfolio

### Introduction

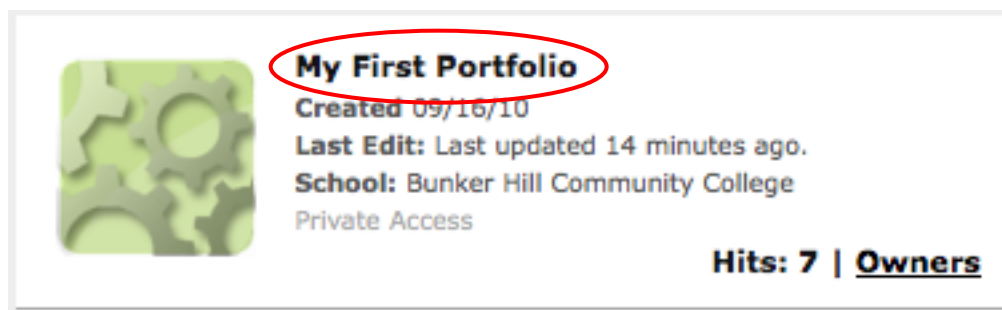
Are you finished with a portfolio or simply want to start one over from scratch? This guide will assist you in deleting any e-Portfolio you've created. Keep in mind that e-Portfolios are deleted immediately and can't be retrieved once you've deleted it.

### Delete a Portfolio

**Step 1:** To begin, choose the portfolio you wish to delete from the **My e-Portfolios** section. In this example we will delete the e-Portfolio labeled "My First Portfolio".



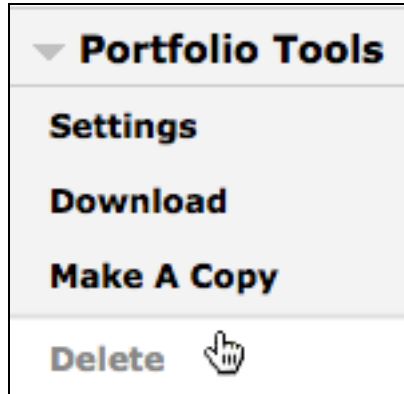
**Step 2:** Click on the **title** of the e-Portfolio to enter the editing interface.



**Step 3:** Next, click on the **Portfolio Tools** button in the upper right of the page.

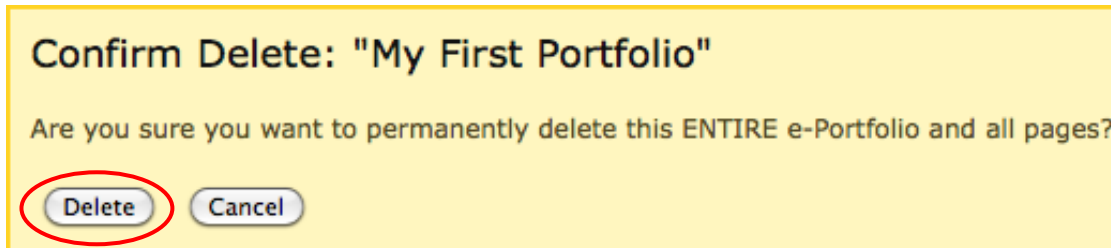


**Step 4:** Select **Delete** from the menu.



Also take note of the other options from this menu. **Settings** will allow you to change any of the settings you selected initially, when the account was first created. **Download** will download a copy of the portfolio to your computer and **Copy** will create a duplicate e-portfolio.

**Step 5:** Finally, click **Delete** from the confirmation box. Remember that deleting an e-Portfolio is permanent and cannot be undone.



## Conclusion

We hope this guide was helpful.

For more information about your e-Portfolio, please visit the Digication website at <http://www.digication.com> or use the *Help* section within the program.