How do I add a reflection to my portfolio?

To add a reflection to a portfolio:

1) When you have logged into iWebfolio, at the top of the page you will see a link called ‘Portfolios’. Click on this link.
2) Click ‘Edit’ next to the portfolio you wish to add a reflection to.
3) Click the ‘Contents’ tab.
4) Click the category or item along the left hand side of the portfolio to which you want to add the reflection to. The item you select along the left hand side will be presented with a ‘Reflections’ link along the bottom. Make sure the ‘Reflections’ link is selected.
5) Click ‘Add Reflection’. If the ‘Add Reflection’ link is disabled then the template the portfolio is based upon has restricted adding reflections to the category or item you selected. Therefore you cannot add reflections to that particular category or item.
6) A new window will open which is a text box for you to be able to type in your reflection.
7) Simply type in your reflection here and you will be able to spell check and do some other basic functions with the icons in the tool bar of the text box. You may change the date but today’s date will default into the Date area.
8) When you are ready, click on the ‘Save’ button.
9) Once you have added a reflection, you may click on the links that will appear in the ‘Contents’ tab next to the reflection to edit or delete it.