



## Table of Contents - Tailoring

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This lesson tells how to create a TOC (Table of Contents) card, which is needed to add Example cards to portfolios and access them. This can only be done in Master Tailor.

### **RULES:**

- Table of Contents items ALWAYS go on *Topic* templates. (Try dragging one to an Example template; it won't stay.)
- Once a Topic template has a Table of Contents, it MUST have at least one Example Template associated with it.

Related lessons: Tailoring - Organizing the Portfolio (Tailoring Sets), Tailoring - Example Templates, Table of Contents - Using.

**Run Master Tailor.**





## Open a Tailoring Set.

The screenshot shows the '6-12Demo.g3t' application window. At the top, there are tabs for 'Tailoring Sets', 'Fonts', 'Symbols', 'Reading Samples', and 'Reports'. The 'Tailoring Sets' tab is active. On the left, the 'Tailoring Sets' panel displays a tree view with 'Middle School - High School (6-12)' selected. Below it are sub-items: Personal, Academic History, Language Arts, Mathematics, Science, History, Foreign/Bilingual Language, The Arts, Physical Education, Work Place Skills, Technology, and Try It. A red arrow points from the selected item to the 'Card Prototypes' panel on the right. The 'Card Prototypes' panel shows a yellow card with the text: ***This is the Middle School - High School (6-12) Tailoring Set.*** At the bottom of each panel are buttons: 'New', 'Open', and 'Remove'. The 'Tailoring Sets' panel also has an 'Add' button with a left-pointing arrow.



Select a Domain. On the New menu, choose Topic Template.

The screenshot shows the '6-12Demo.g3t' application window. The 'Tailoring Sets' tab is active, displaying a tree view of domains. The 'History' domain is selected and highlighted with a red circle '1'. Below the tree view, a 'New' dropdown menu is open, showing options: 'Tailoring Set', 'Domain Template', 'Topic Template' (which is selected and highlighted with a red circle '2'), and 'Example Template'. The 'Card Prototypes' panel on the right is empty.



## Name the card.

Topic Template | Government Contents

Name: **Government Contents**

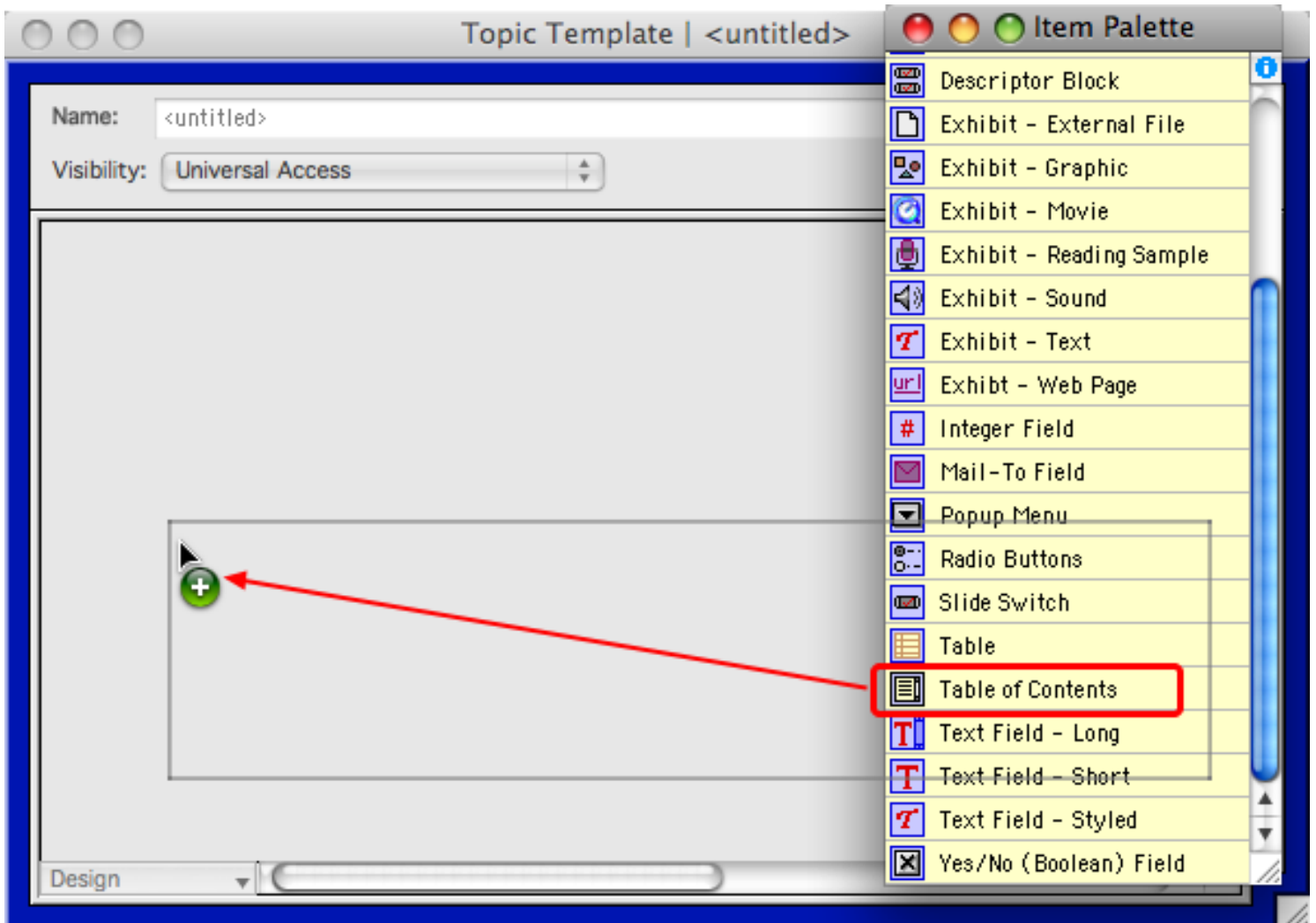
Visibility: Universal Access

**TIP:**  
**include "Contents"**  
**or "Table of Contents" in**  
**the name.**

Design



Drag a Table of Contents item from the Palette to the template.



The palette may be hiding behind the card. Look for it on the Window Menu.



Drag one of the tiny blue handles to stretch the TOC.

The screenshot shows a software window titled "Topic Template | Government Contents". At the top, there is a "Name:" field containing "Government Contents" and a "Visibility:" dropdown menu set to "Universal Access". Below this is a table with two columns: "Created" and "Template". The table is currently empty. A red box highlights a tiny blue handle on the right side of the table, with a red arrow pointing to it and the text "Tiny blue handle". The table has a yellow background. At the bottom of the window, there is a "Design" dropdown menu and a horizontal scrollbar.



Double-click the table to see its Inspector. Enter an Identifier.

The screenshot shows a software interface with a window titled "Topic Template | Government Contents". Inside the window, there is a "Name" field containing "Government Contents" and a "Visibility" dropdown menu set to "Universal Access". Below this is a table with a "Created" column and two empty columns. An "Item Inspector" window is open over the table, displaying the following properties:

Property	Value
Identifier	TOC - Government
Access Group	Universal Access
Data Font	Standard Data Font
Prompt Text	

The "Identifier" property value "TOC - Government" is highlighted with a red box, and the word "Required" is written in red above it. The "Item Inspector" window also has a blue information icon in the top right corner. At the bottom of the main window, there is a "Design" dropdown menu and a horizontal scrollbar.



On the card, the TOC item is no longer red; but on the outline, its name is red because it needs an Example.

**Tailoring Sets**

- Middle School - High School (6-12)**
  - Personal
  - Academic History
  - Language Arts
  - Mathematics
  - Science
  - History**
    - Government Contents**
    - US History Contents
  - Foreign/Bilingual Language
  - The Arts
  - Physical Education
  - Work Place Skills
  - Technology
  - Try It

*Red alerts - something is missing.*

Buttons:

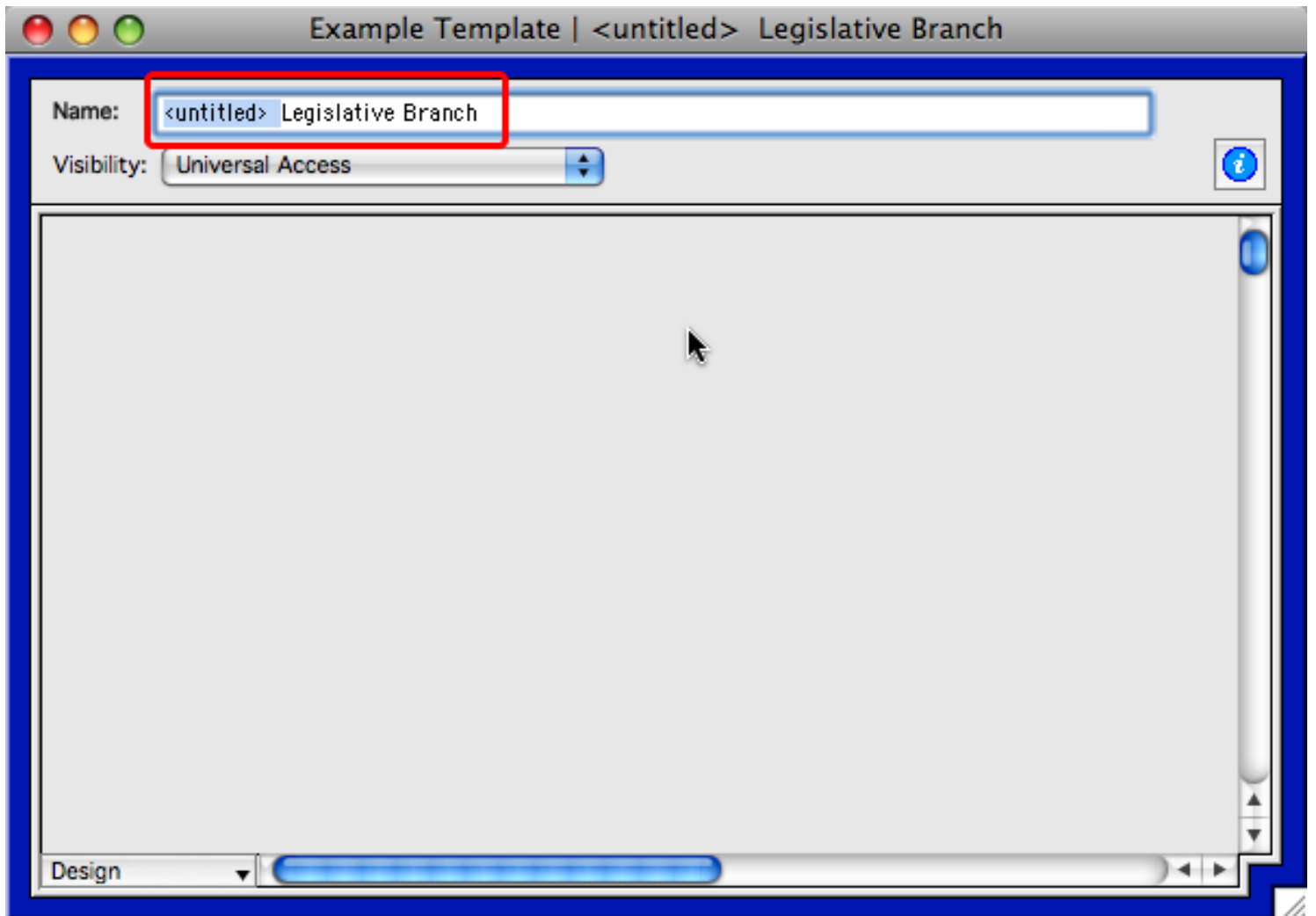


Select the Topic and on the New menu, choose Example Template.

The screenshot shows the '6-12Demo.g3t' application window. The 'Tailoring Sets' panel on the left contains a tree view of content categories. The 'History' category is expanded, and 'Government Contents' is selected, indicated by a red circle with the number '1' and the word 'Select' next to it. Below the tree view is a 'New' dropdown menu that is open, showing options: 'Tailoring Set', 'Domain Template', 'Topic Template', and 'Example Template'. The 'Example Template' option is highlighted with a blue bar and a red circle with the number '2' and the text 'Choose Example Template' next to it. The 'Card Prototypes' panel on the right is currently empty. At the bottom of the interface are buttons for 'New', 'Open', and 'Remove' for both panels.

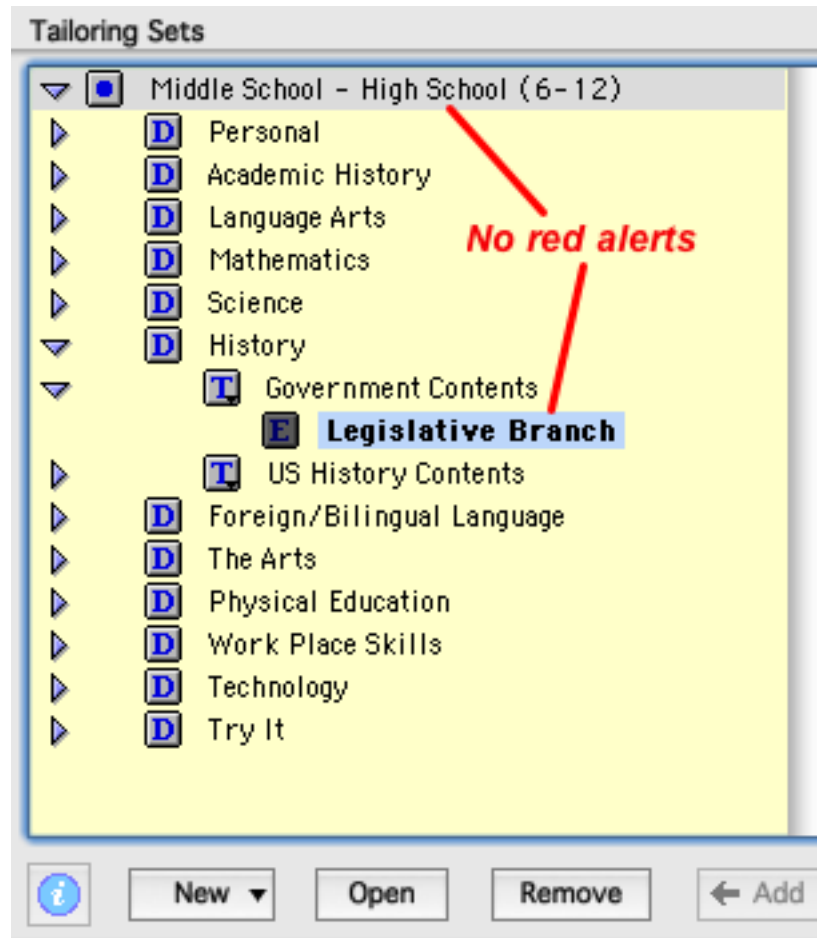


Enter a name for the Example template.



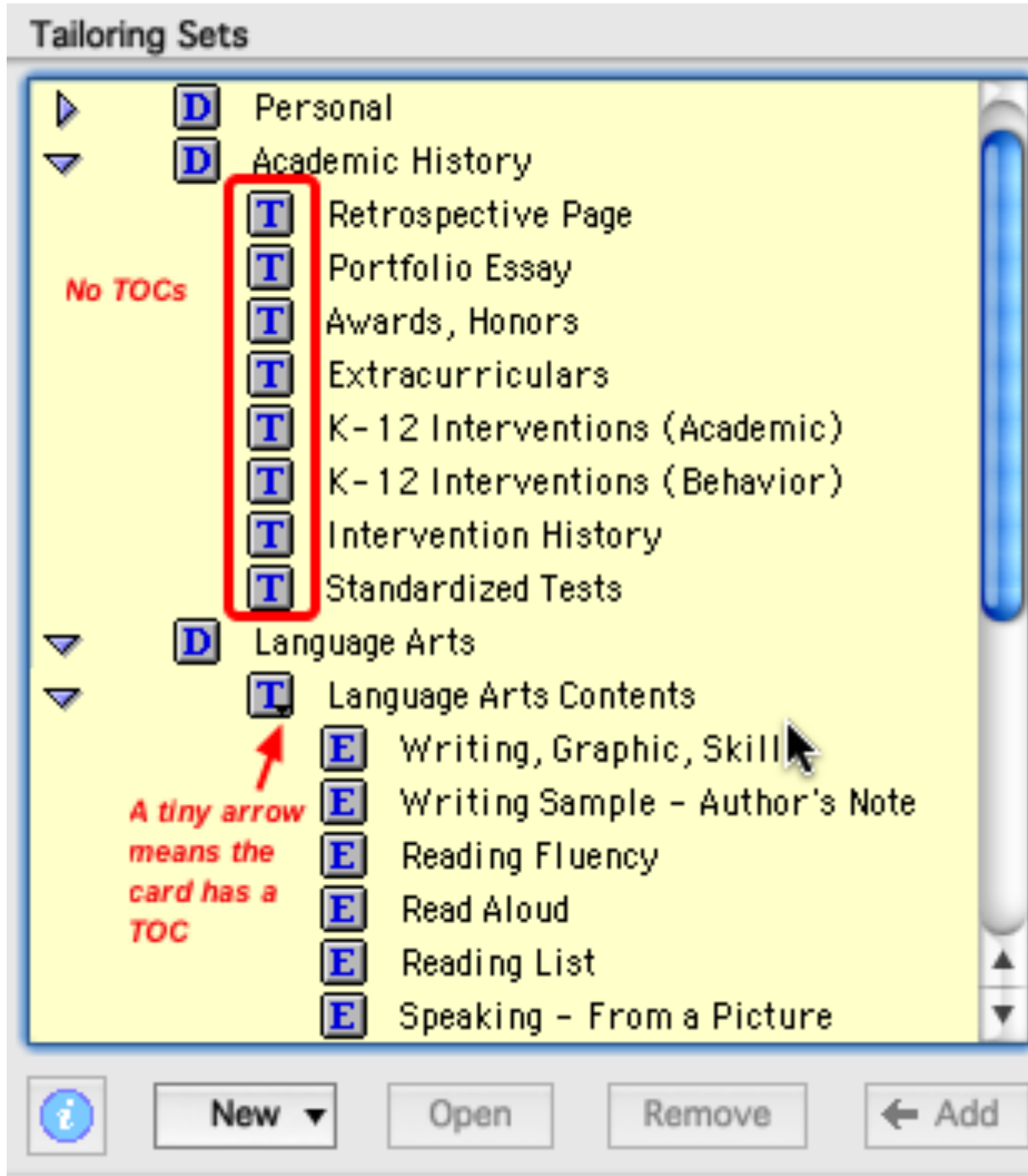


Once the Topic-with-TOC has an Example card associated with it, the red alerts disappear.





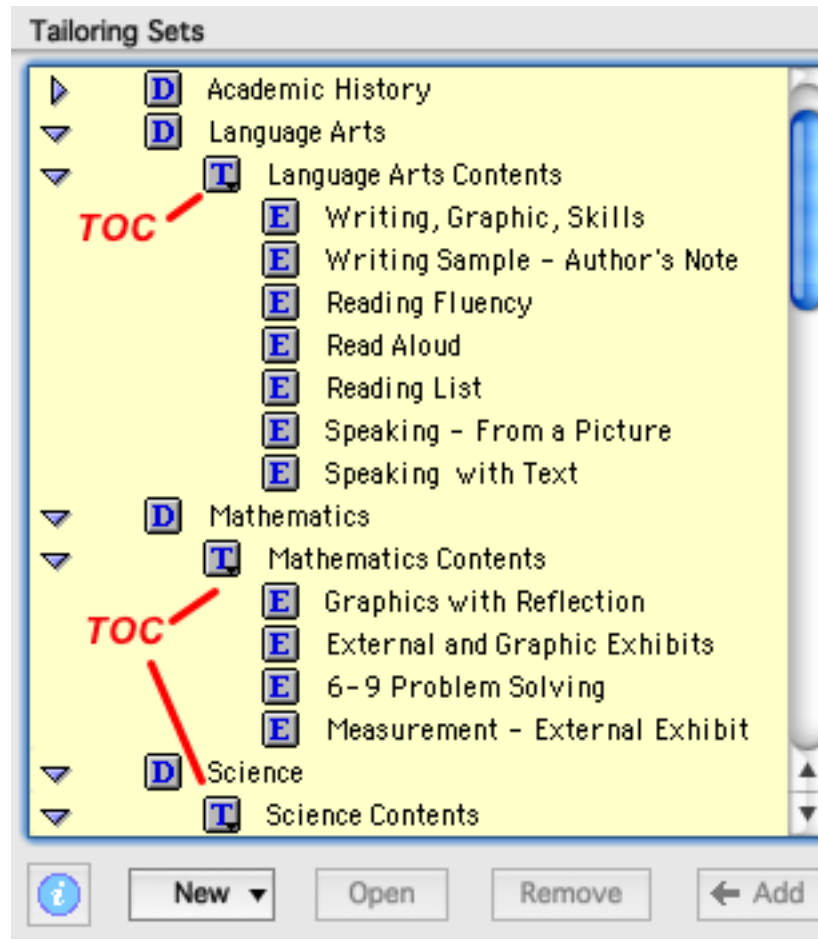
**Visual Indicator:** In tailoring, Topics with TOCs have a tiny menu arrow. Those without, do not.



**Note:** In profiles, topic cards with tables of contents are underlined.



Add as many Example templates under a TOC card as you need.



The example template becomes the place that holds student work in portfolios.