

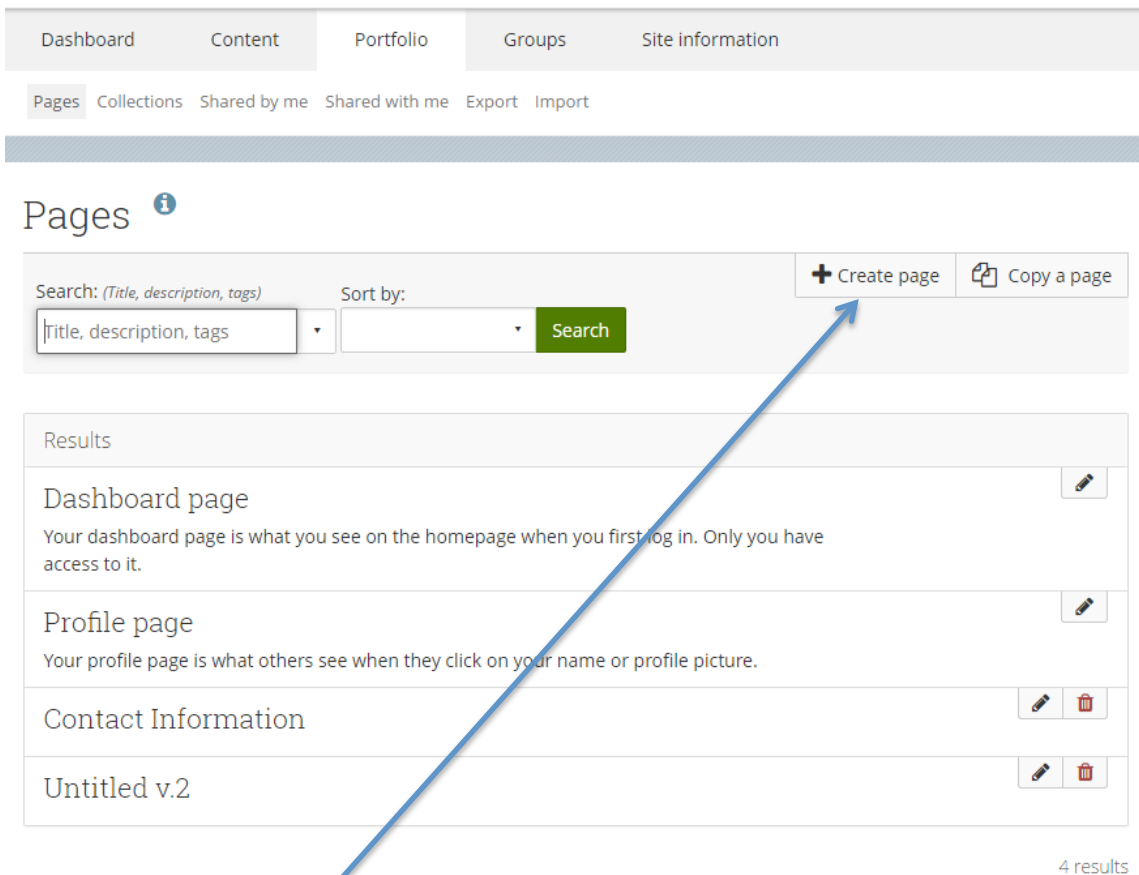
CREATING A PAGE

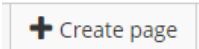
When you have uploaded documents, images etc into the files area, you can then start creating your ePortfolio page.

Click on: Portfolio

Click on: Pages

You will see the following screen.



Click on  button to start a new page from scratch.

1. **PAGE TITLE** - Provide a **title** for your page. NB: If you do not enter a title, the default "Untitled" will appear.
2. **DESCRIPTION** - Write a brief description summarising your page.
3. **TAGS** - Enter tags to find your paper more easily at a later stage.

4. Click on **Save** to create a page.

Display page Share page
Edit content
Edit layout
Edit title and description

*Fields marked by * are required.*

Page title *

Page description

Paragraph **B** *I*

Words: 0

Tags

Search for/enter tags for this item. Items tagged with 'profile' are displayed in your sidebar.

Name display format *

How do you want people who look at your page to see your name?

Save

After you've clicked on the Save button, it will take you to the edit mode of the page. In edit mode, you can:

1. Click on Edit layout to select how you would like your page to be laid out.
2. Click on advanced options to view further layouts.
3. Click on Create custom layout to manually select your layout.

4. Click on **Save** button to save changes.

No title | Change my page layout

Display page Share page
Edit content
Edit layout
Edit title and description

Basic options

Select how you would like your page to be laid out.

Advanced options

Create custom layout

Save