

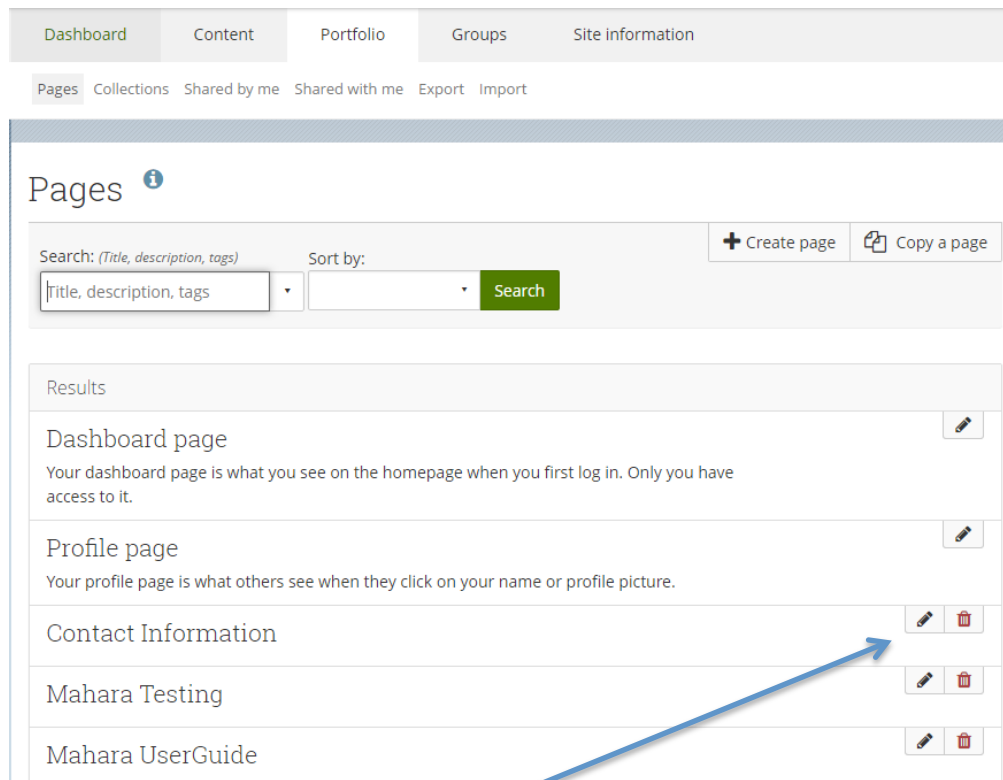
## EDITING YOUR PAGES


You can edit an existing page in two ways:

Click on: Portfolio

Click on: Pages

This brings you to the PAGES overview page.



1. Click the **Edit** button  (next to the page you want to make changes to) when you are on the **Pages** overview page.
2. Click the **Edit this page** button when you are on the actual page.

When you are in the page edit mode, you will see the following.

You will be able to:

1. Change the name of your page in the Edit title and description tab

## Mahara Testing | Edit title and description <sup>i</sup>

Display page Share page

Edit content

Edit layout

Edit title and description

*Fields marked by \* are required.*

Page title \*

Mahara Testing

Page description

▼ Paragraph ▼ **B** *I*

p Words: 0

Tags

Type in a search term



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

Name display format \*

Display name (Nawal Chanane (nchanane)) ▼

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

Save

## 2. Change the way your page is laid out by using the Edit layout tab

### Mahara Testing | Change my page layout <sup>i</sup>

Display page Share page





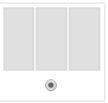
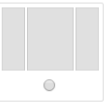


Edit content

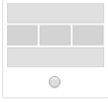
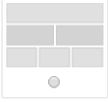
Edit layout

Edit title and description

Basic options ^

Select how you would like your page to be laid out. <sup>?</sup>

## 3. Edit the content – adding or deleting, or moving the existing content around the page

- + A Text
- + Image
- Media
- Journals
- General
- Personal info
- External

Theme

Use institution the ▾

+ About me ⚙️ 🗑️

**Last name:** Chanane  
**First name:** Nawal

+ My portfolios 🗑️

Contact Information

Mahara Testing

Mahara UserGuide

3 results

+ AUT Website ⚙️ 🗑️

<http://www.aut.ac.nz>

+ My groups ⚙️ 🗑️

Blackboard Team (Admin)

+ My friends

Try searching for new friends to grow your network.

+ Wall

No wall posts to display

[View whole wall](#)

NB: Click the Save button at the bottom of each section if you make alterations to it.