

## INTRODUCTION TO PAGES

A page contains a selection of artefacts, which you arrange and present to others. These may include:

- a selection of files
- résumé details
- text (your added commentary, instructions or orientation)
- journal posts
- video and audio files
- RSS feed to an external blog
- etc.

You can re-use the artefacts that you collected in the **Content** area in many pages.

If you are a first time user, when you access the landing page of the portfolio, by clicking on **Portfolio** -> **Pages**, you will see **Dashboard page** and **Profile page** as default pages created for you.

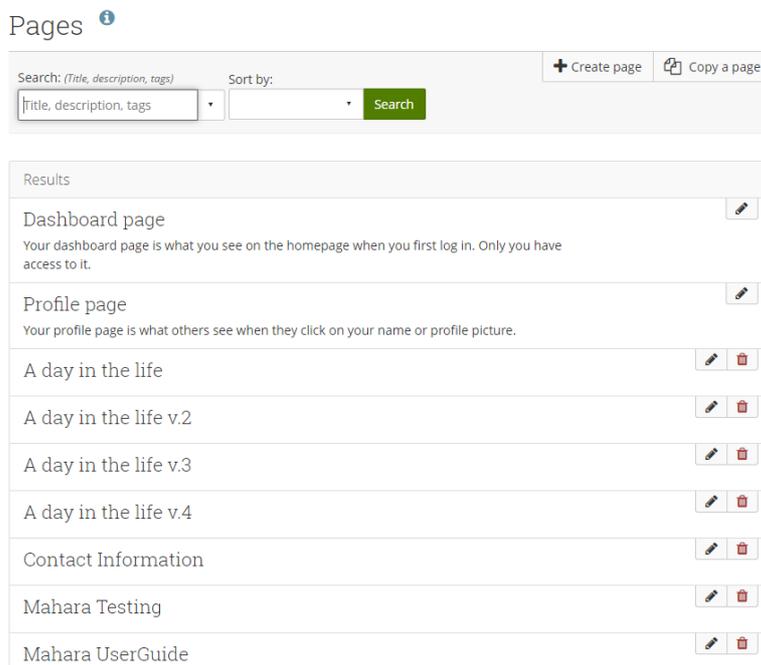
The **Dashboard page** is a page which contains user-specific information. It's the first page you see once you've logged into Mahara. It allows you to quickly access other parts of Mahara.

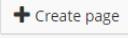
Your **Profile page** is visible to other users on Mahara by default, and only the following information is put onto your profile page by default

- Your display name (or real name if you do not have a display name)
- Your pages that are visible to the person viewing your profile page
- Your groups
- Your wall
- Your friends

We advise you not to use your profile page as your portfolio. You cannot control who can look at the information you make available on your profile. At a minimum it is everybody in your institution or who has an account on Mahara. At a maximum it can be everybody online. Always remember to think about your own personal security before releasing contact information on a publicly available page or even just for other Mahara users.

The landing page of the portfolio allows you to edit your **Dashboard page** and **Profile page** if required. It also allows you to create your portfolio pages as shown in the following screenshot.



1. Click the **Create page**  button to start a new page from scratch.
2. Click the **Copy a page**  button to choose an existing page of yours or from another user as basis for a new page.
3. **Search:** Enter your search term and decide in which context you wish to search from within your portfolio. Click the **Search**  button to start your search.
4. Click the **Edit** button  to make changes to your dashboard page. You cannot delete your dashboard page.
5. Click the **Edit** button  to make changes to your profile page. You cannot delete your profile page.
6. Click the **Edit** button  to update your portfolio pages.
7. Click the Delete button  to remove your pages.
8. When you submitted a portfolio page to a group, you cannot change a great number of the page's content or delete it until the page is released again.
9. You can choose how many portfolio pages you wish to display on the overview page at once. Your options are 10, 20, 50, 100 or 500 results. All remaining pages can be reached via the pager.