

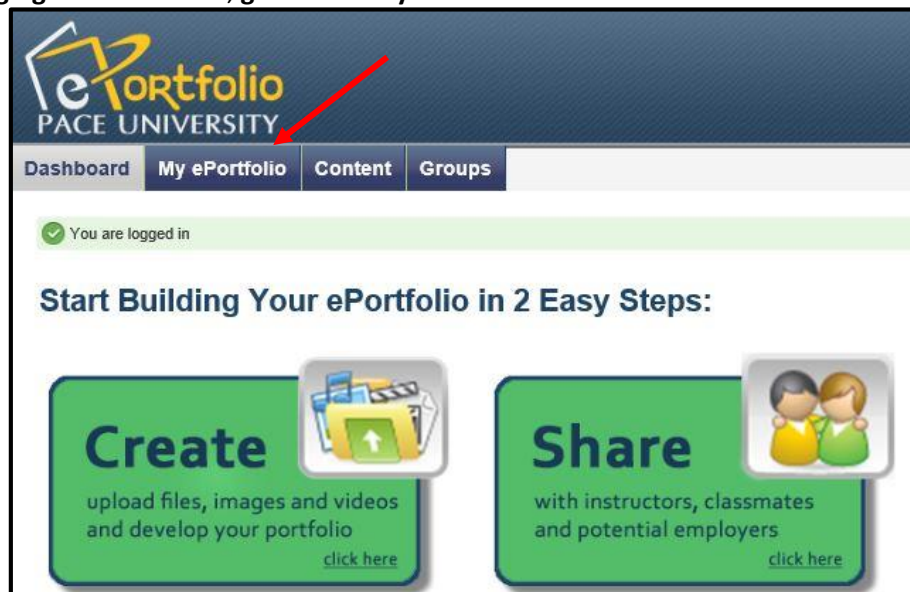
ePORTFOLIO

HOW TO CHANGE A PAGE'S LAYOUT

This tutorial will show you how to change the layout of your ePortfolio pages.

<http://www.help.pace.edu> PLV: 914 773 3338 NYC: 212 346 1583

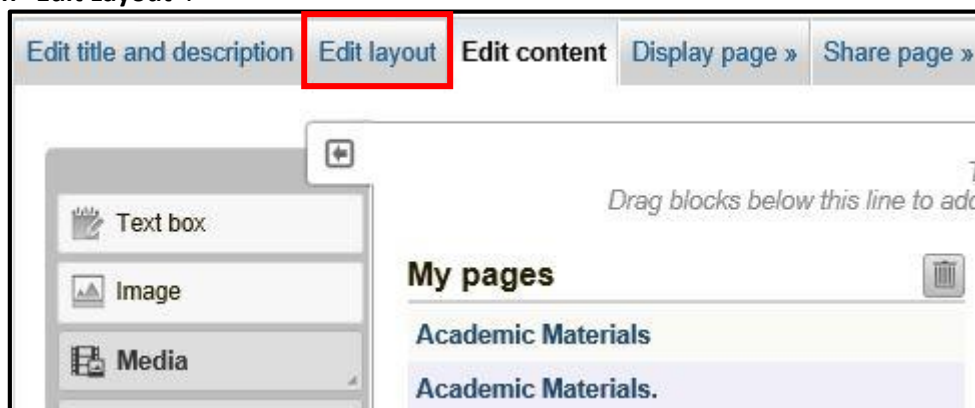
1. After **logging into ePortfolio**, go to the **"My ePortfolio"** tab.



2. Under **"Pages"**, **choose the page** you want to edit. **Select the grey pencil icon** next to the desired page.

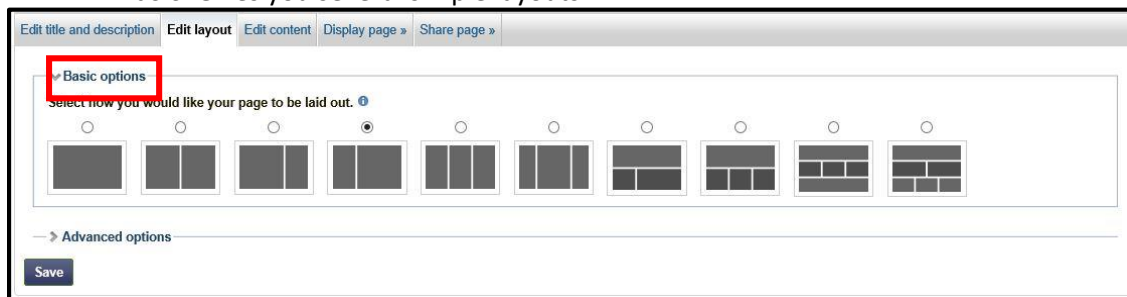


3. Click on “Edit Layout”.



4. Here you have **several options**:

Basic: Gives you several simple layouts.





- **Advanced:** Gives you more layout options based on number of rows needed.

- **Custom:** Allows you to create your own layout.

5. Once you choose your setting, make sure to **“Save”** at the bottom of the page to apply the new layout.



My Notes: