

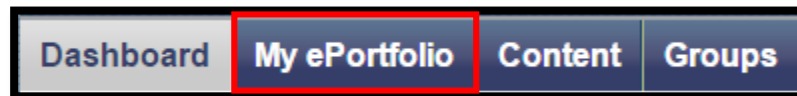
## TUTORIAL

# CREATE AN EPORTFOLIO PAGE

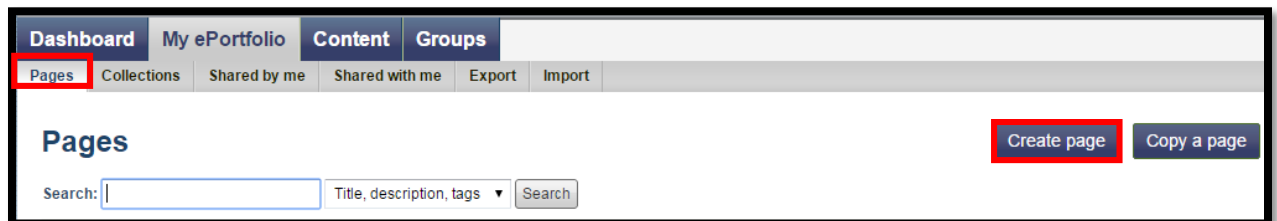
This tutorial will show you how to **create a new page**.

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

1. After you login, click on the **My ePortfolio tab** in the blue navigation bar.



2. Click **Pages**, then click **Create Page**.



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3. Add a title and a description of the page you have created, then click **save**.

**Edit title and description** | Edit layout | Edit content | Display page » | Share page »

Page title \*

Page description

Rich text editor toolbar: B, I, U, ABC, A (color), AB (background color), bulleted list, numbered list, link, unlink, insert image, insert video, insert media, insert journal, insert general, insert personal info, insert external.

Font Family | Font Size | Paragraph

Path: p

Tags: Show my tags

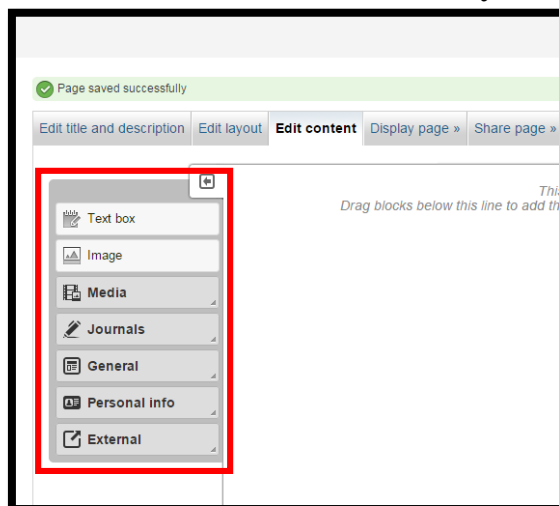
Enter comma-separated tags for this item. Items tagged with 'profile' are displayed in your sidebar.

Name display format \* Display name (Heidi Clorofilla) ▼

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

**Save**

4. Now that your page has been successfully created, you can begin adding content to your page by using the content boxes. For a detailed summary of each of item you can add to your page, please see the tutorial **Content Box Glossary**.



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**My Notes:**