

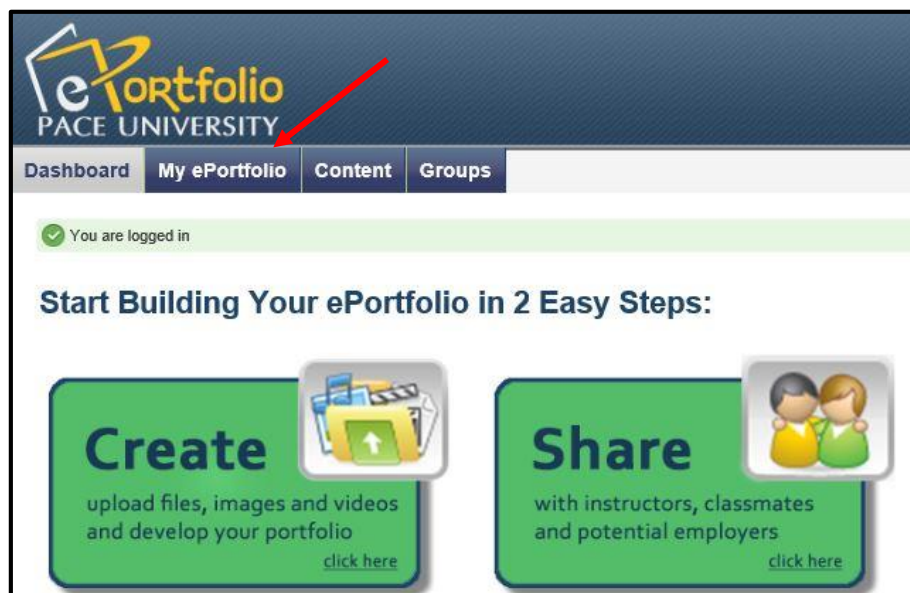
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CHANGE EPORTFOLIO PAGE LAYOUT

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

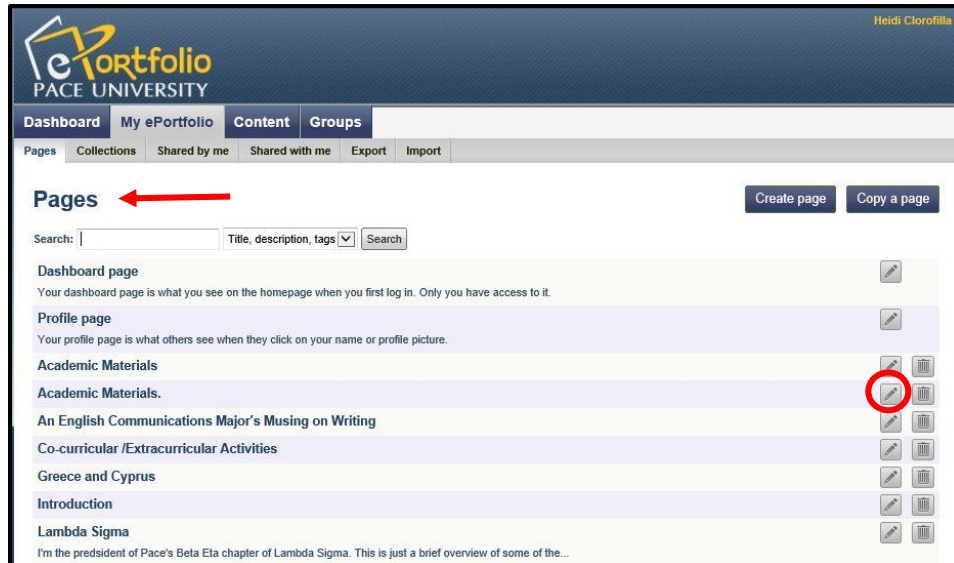
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1. After **logging into** ePortfolio, go to the **My ePortfolio** tab.

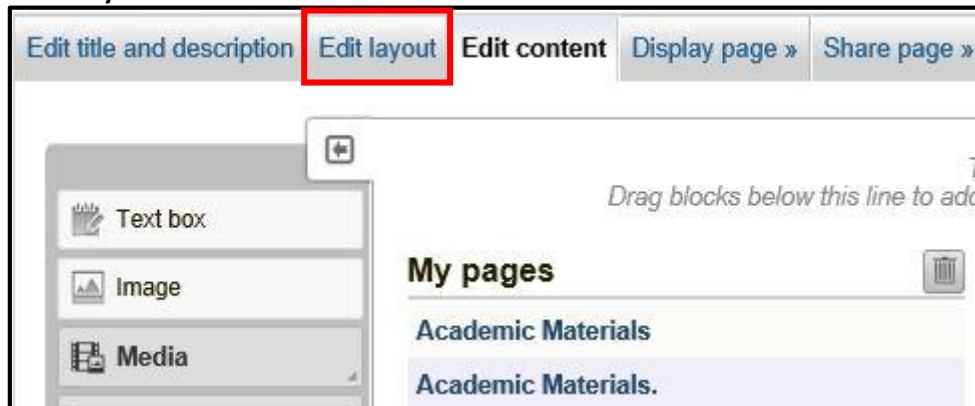


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- Under **Pages**, choose the page you want to edit. Select the **grey pencil icon** next to the desired page.



- Click on **Edit Layout**.



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4. Here you have several options:

- **Basic:** Gives you several simple layouts.

The screenshot shows the 'Edit layout' tab in a web application. The 'Basic options' section is highlighted with a red box. It contains a heading 'Select how you would like your page to be laid out.' followed by ten radio button icons representing different grid layouts. Below these is a link to 'Advanced options' and a 'Save' button.

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

The screenshot shows the 'Advanced options' section, which is highlighted with a red box. It displays layout options categorized by the number of rows: '1 row', '2 rows', and '3 rows'. Each category has several radio button icons representing different column and row grid configurations. At the bottom, there is a link to 'Create custom layout' and a 'Save' button.

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

The screenshot shows the 'Create custom layout' section, highlighted with a red box. It includes a 'Row 1' label, a 'Number of columns' dropdown set to '3', and a 'Column layout' dropdown set to '33 - 33 - 33'. There is an 'Add a row' button and a 'Layout preview' area showing a 3-column grid. A 'Create new layout' button is at the bottom right.

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



The screenshot shows a settings panel with a 'Basic options' section. It contains a heading 'Select how you would like yo' and two radio button options, each with a corresponding visual preview. Below this is an 'Advanced options' section. At the bottom of the panel, a 'Save' button is highlighted with a red rectangular border.

My Notes: