

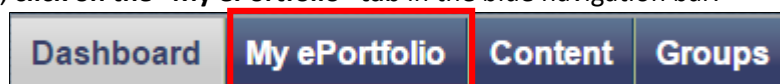


HOW TO CREATE A PAGE

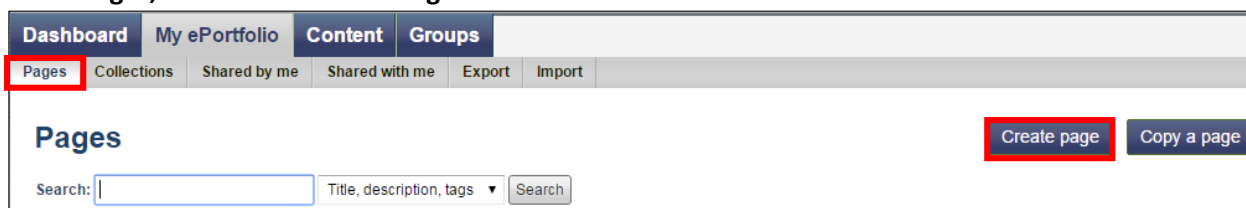
This tutorial will show you how to **create a new page**.

<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.”**



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

B *I* U ABC

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

- Now that your page has been successfully created, you can begin adding content to you 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."**



My Page

✓ Page saved successfully

[Edit title and description](#) [Edit layout](#) **Edit content** [Display page »](#) [Share page »](#)

- Text box
- Image
- Media
- Journals
- General
- Personal info
- External

This area shows a preview of what your page will look like.
Drag blocks below this line to add them to your page layout. You can drag blocks around your page layout to position them.

Done

My Notes:

Enter in date last edited here!