ACADEMIC TECHNOLOGIES (ITS)

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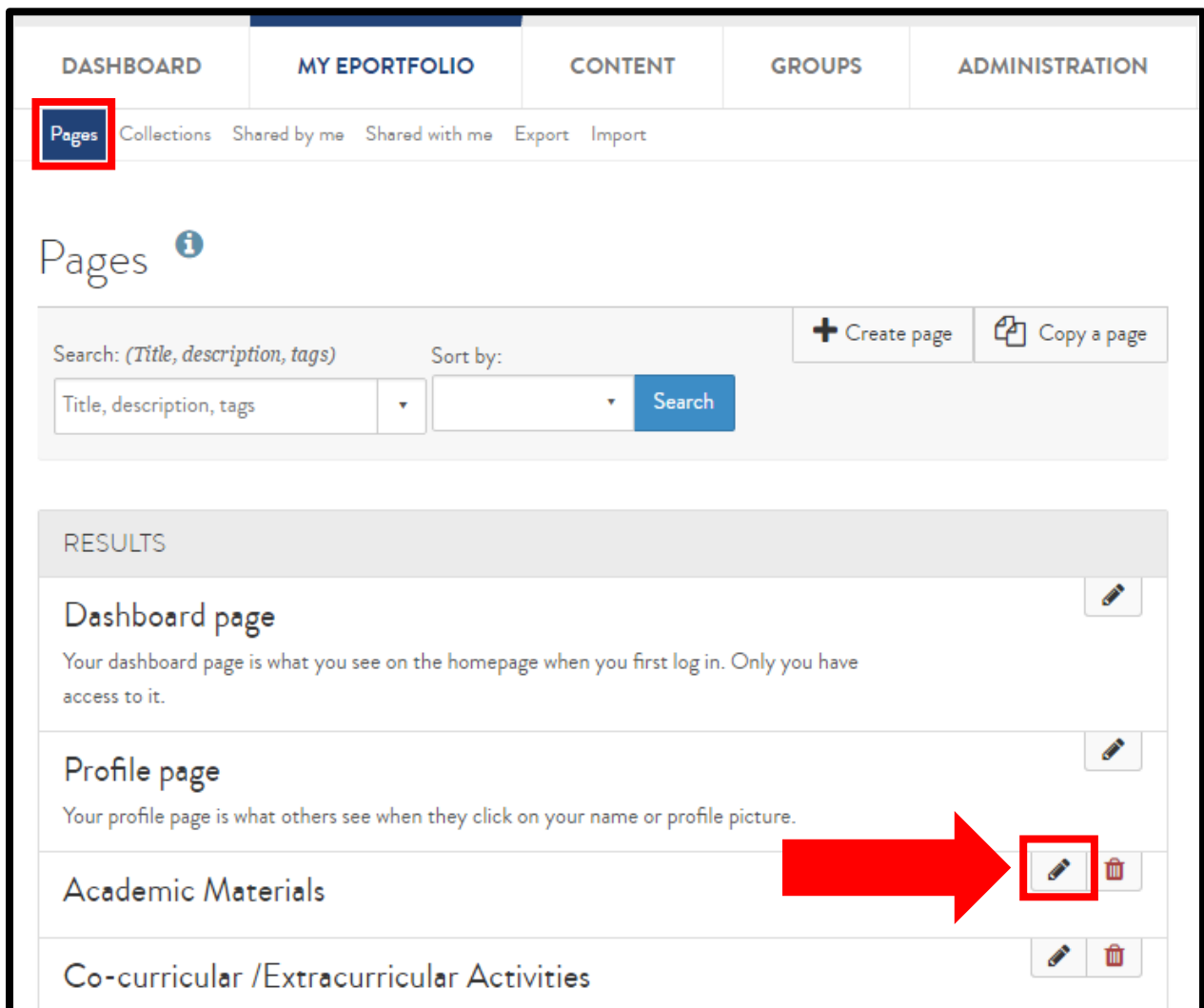Work toward greatness.

TUTORIAL

CHANGING PAGE LAYOUT

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

1. After logging into ePortfolio, click on the **MY EPORTFOLIO** tab.

DASHBOARD	MY EPORTFOLIO	CONTENT	GROUPS	ADMINISTRATION

2. Select the **Pages sub-tab** and click on the **grey pencil icon** next to the page you are changing.

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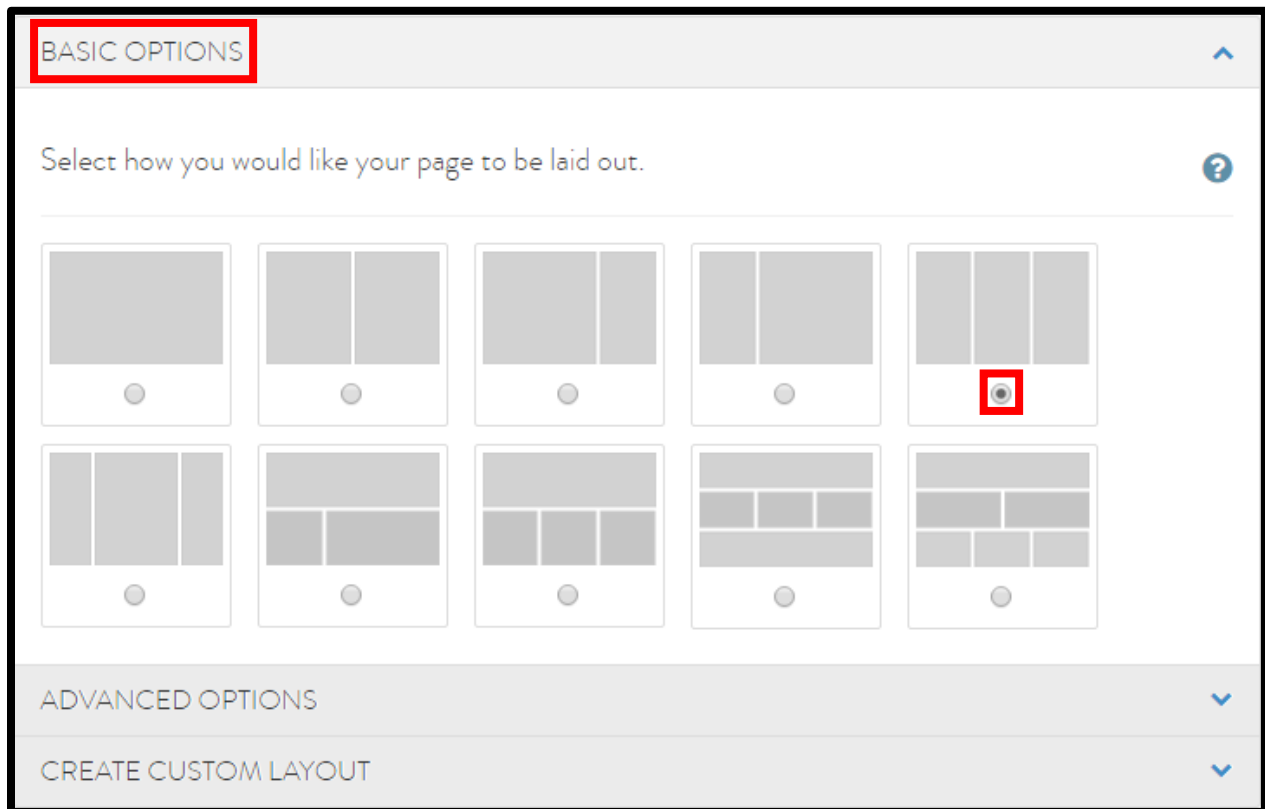www.pace.edu/digitaltoolkit
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3. Click on **Edit Layout**.

4. Select from **Basic**, **Advanced** or **Create a Custom Layout**:
   - **Basic**: Gives you several simple layouts.

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

   - **Create Custom Layout**: Allows you to create your own layout by defining the number of rows, columns, and column widths on the page.

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5. Once you choose a layout, make sure to click **Save** at the bottom of the page to apply the new layout.