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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.

DASHBOARD	MY EPORTFOLIO	CONTENT	GROUPS	ADMINISTRATION			
Pages Collections St	Pages Collections Shared by me Shared with me Export Import						
Pages ⁽⁾							
Search: (Title, descrip	tion, tags) Sort by:		+ Create	page Copy a page			
Title, description, tag	2 •	▼ Search					
RESULTS							
Dashboard page Your dashboard page is what you see on the homepage when you first log in. Only you have access to it.							
Profile page							
Your profile page is what others see when they click on your name or profile picture.							
Academic Materials							
Co-curricular /Extracurricular Activities							

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3. Click on Edit Layout.

🖋 Edit content	Edit layout	🔅 Edit title and description

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

BASIC OPTIONS					^
Select how you would like your page to be laid out.					
•	0	•	•	•	
•	0	•	•	•	
ADVANCED OPTIONS					
CREATE CUSTOM LAYOUT					~

- 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.

BASIC OPTIONS					^
Select how you would like your page to be laid out.					•
•	0	0	0	0	
	0	۲			
ADVANCED OPTIONS					~
CREATE CUSTOM LAYOUT					~
Save					

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