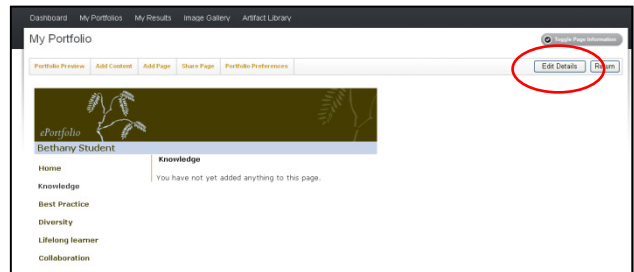


6) Personalizing your portfolio

- There are several ways to personalize your portfolio once it is created including:
 - *Changing your template
 - *Adding Images
 - *Text/Font changes
 - *Adding Footer Text
 - *Adding an External URL
 - *Adding Additional Pages
- **Changing your template:**
- From any page in your portfolio, click the "Edit Details" button in the upper right corner
- Choose a new template (make sure you don't change the table of contents)



- **Adding Images:**
 - Go to the portfolio page where you wish to add an image (this can also be the Home Page)
 - Click "Add Content"
 - On the Add Content page scroll to the Image section and upload an image (browse, then upload) or choose it from the drop down menu
 - You can adjust the Alignment of your image with the "Display Options" buttons
 - Click "Save" in the upper right corner
 - **Text/Font Changes:**
 - Click "Portfolio Preferences" - fifth button from the left at the top of your portfolio
 - Under Page Format you can personalize your text
 - ***For background images, make sure you click Browse, then UPLOAD
 - You can also personalize your Footer Text
 - When you have made all desired changes, click "OK" at the bottom of the page
 - **Adding Footer Text:**
 - Choose "Portfolio Preferences" and scroll down to the "Footer Text" section
 - Personalize as you wish
 - Click "OK"
 - **Adding an Internal Link:**
 - Go to the portfolio page where you wish to add an Internal Link
 - Click "Add Content" - second tab from the left at the top of your portfolio
 - Scroll to bottom of page, below the Artifact section
 - Select a page using the drop down menu
 - Scroll up and click "Save" near the top right corner
- CONTINUED ON NEXT PAGE

- **Adding Additional Pages:**
- There are a couple of ways to add pages - you can add subpages or a main page
- To add a main page you must be on the Home Page of your portfolio
 - *Click "Add Page" - third button from the left at the top of your portfolio
 - *Name the page so you'll remember it when searching for it later
 - *Click "Save"
 - *Your new page should show up at the bottom of the list on the left side of your portfolio
- To add a subpage make sure you are on a page that you want to add another page to
 - *Click "Add Page" - third button from the left at the top of your portfolio
 - *Type a Page Name that will be easy for you to recognize when searching for it
 - *Click "Save"
 - *You will see a link to your subpage from the original portfolio page

