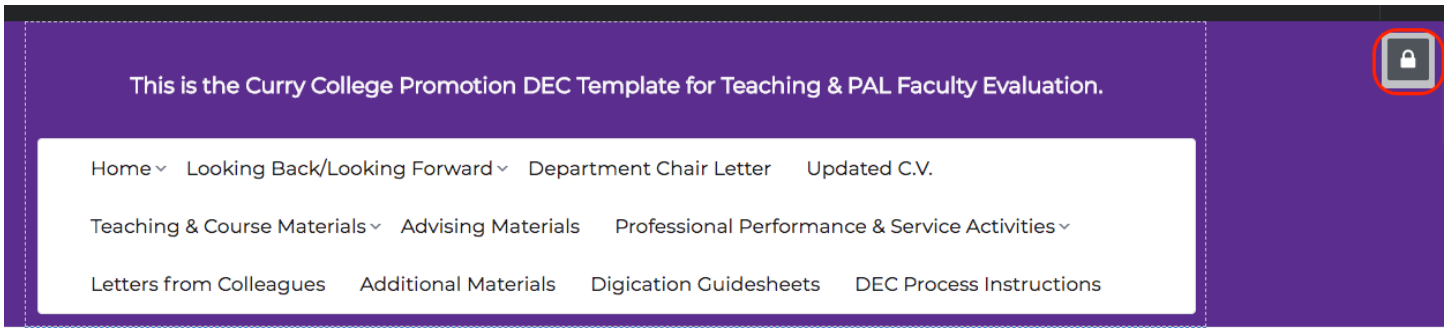


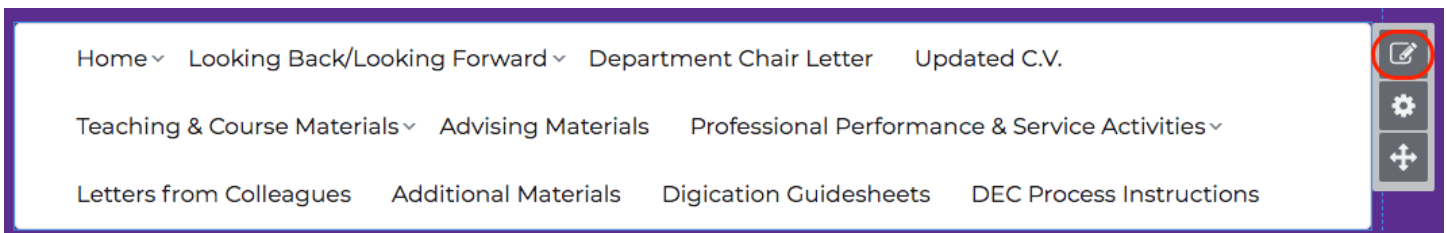


Adding Pages

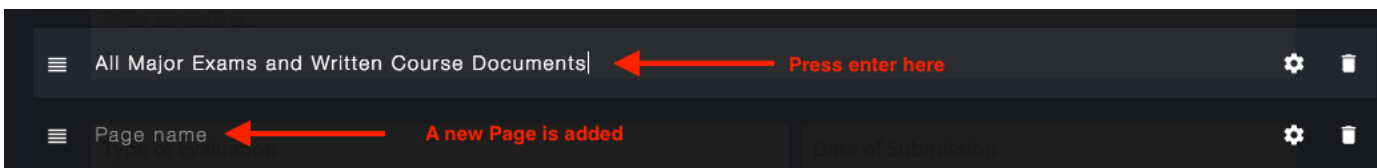
Step 1: Click on the lock in the upper right-hand corner of the screen to unlock the Header page:



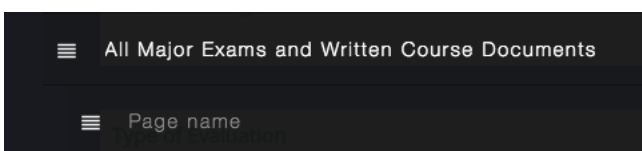
Step 2: Click on the **Edit** icon next to the tabs to access the Digication pages:



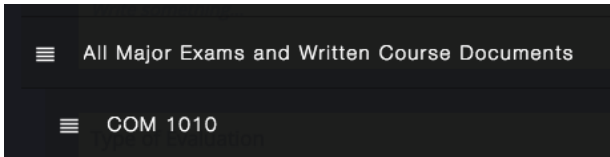
Step 3: Position your cursor next to the page name you would like to add to and press Enter; for example, under All Major Exams and Written Course Documents.



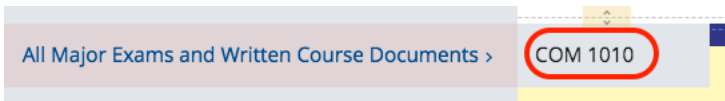
Step 4: If you want this to be a sub-heading under All Major Exams and Written Course Documents, point to the Page, point to the icon to the left of Page name, click and hold and drag it to the right – it will be indented which means it is a subheading:



Step 5: Click on Page Name and type in the name of the Course; for example, I typed in COM 1010:

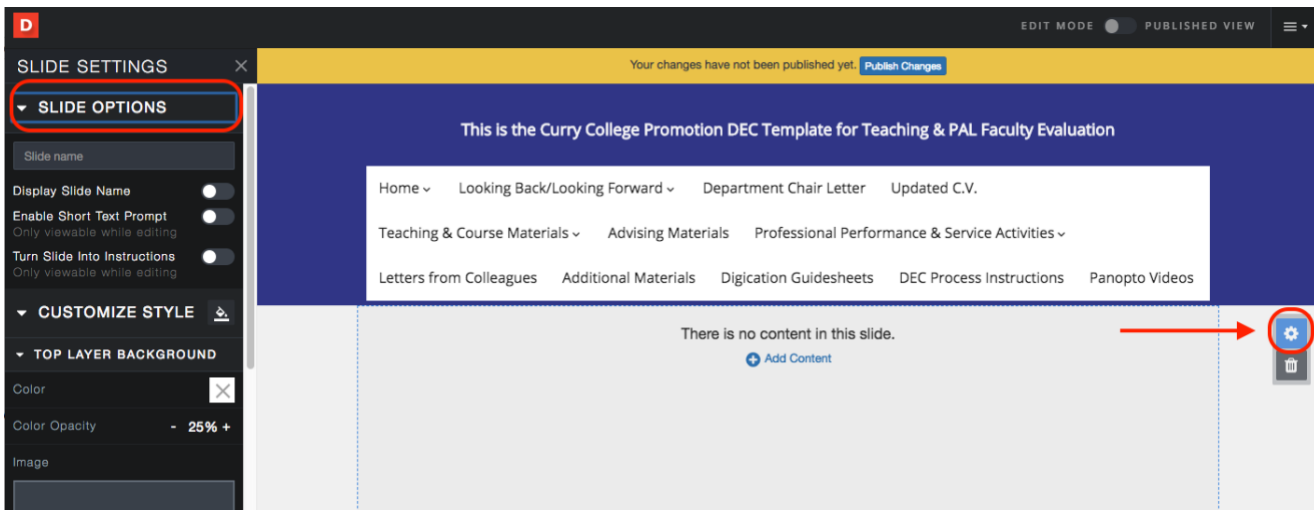


Step 6: Choose **SAVE** - You will see the new subheading:

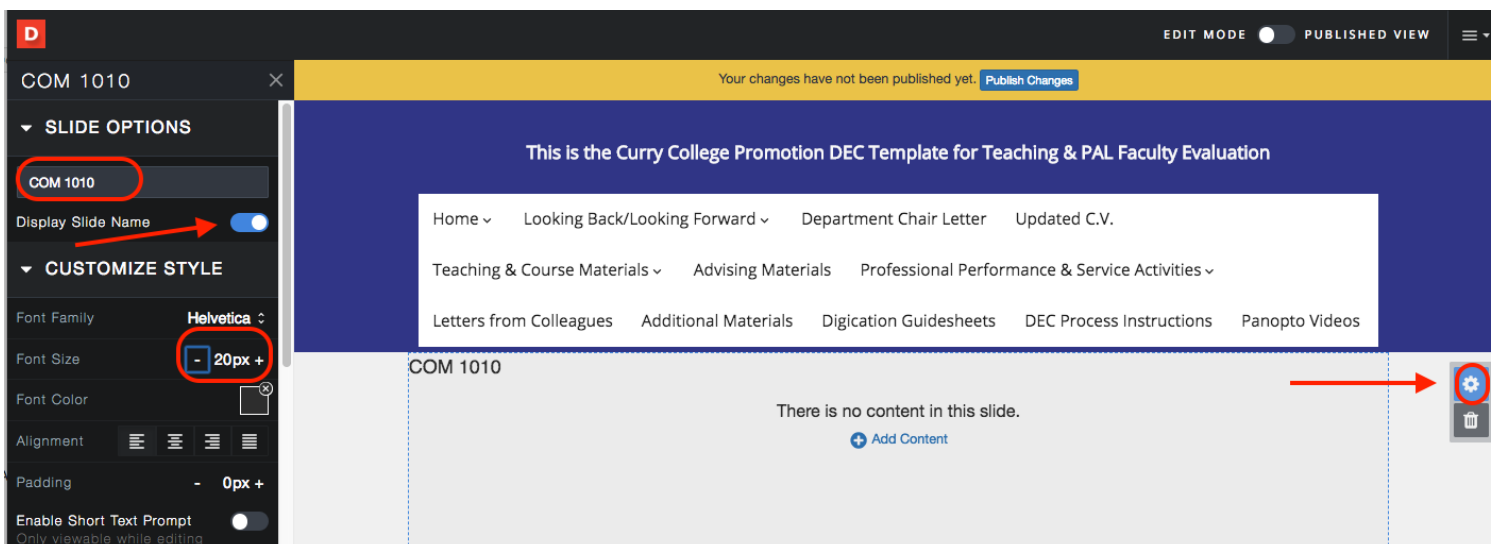


Step 7: Click on the new page within your e-Portfolio:

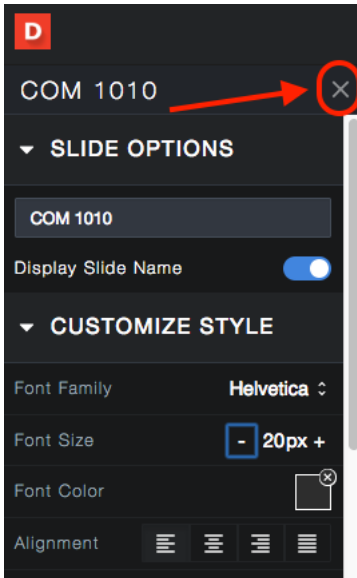
Step 8: Click on the Settings Button to the right of the screen and then click on **SLIDE OPTIONS**:



Step 9: Type in the Slide name, in this example: COM 1010; click on the button to **Display Slide Name**, and adjust the font to the size you want. I chose **20 px**.



Step 10: Close the Settings menu by clicking on the x:



Step 11: Click Publish changes.