



## Add Pages

### Introduction

This guide will provide instructions for adding pages to your e-Portfolio. To add or edit your e-Portfolio pages, make sure the e-Portfolio **Edit** tab is highlighted. In the 'View Sections' area, click on the *section* that you want to add pages.

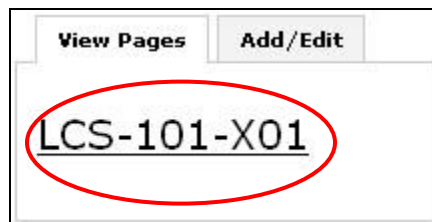
For each page you want to add, enter the page name and click **Save**. To add additional pages, click on the button on the right side that is labeled 'Add Page' and repeat the process.

### Add Pages

**Step 1:** To begin, be sure to select the **Edit** tab.



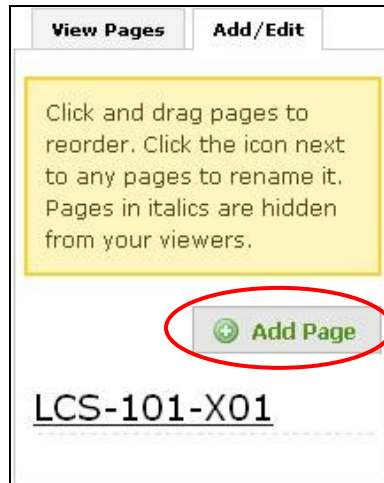
**Step 2:** Click on the **section** that you want to add pages. Be sure that the section you choose is underlined; indicating that it is selected.



**Step 3:** Click the **Add/Edit** tab from the *View Pages* section to add a page to the selected section.



**Step 4:** Click **Add Page** to add a page.



**Step 5:** Enter the name of the page in the field provided.



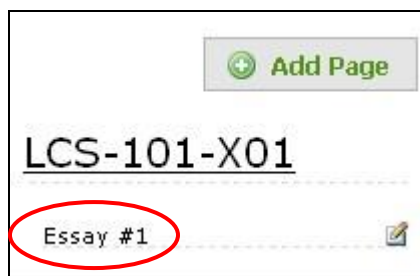
**Step 6:** Click **Save** to confirm.



You will receive confirmation that you are **Done** and your page was added.

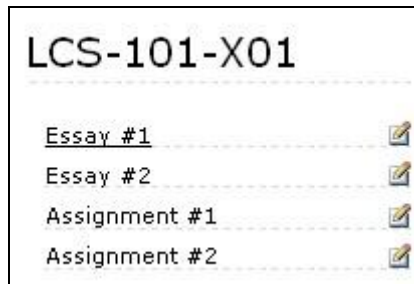


Your page will appear under the section in which it was added.



We will add a few additional pages for illustrative purposes.

The list of pages you added will appear.



When in the **Add/Edit** mode, you can edit your existing pages by clicking on the icon to the right of a page. You can also change the order of your pages by holding and then dragging the page name to its new location in the page list. You can also indent pages so that a page is a subset of another page.

## Conclusion

We hope this guide was helpful.

For more information about your e-Portfolio, please visit the Digication website at <http://www.digication.com> or use the *Help* section within the program.