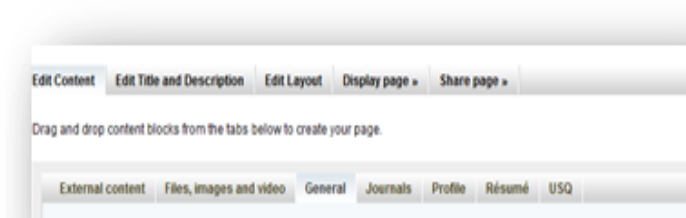
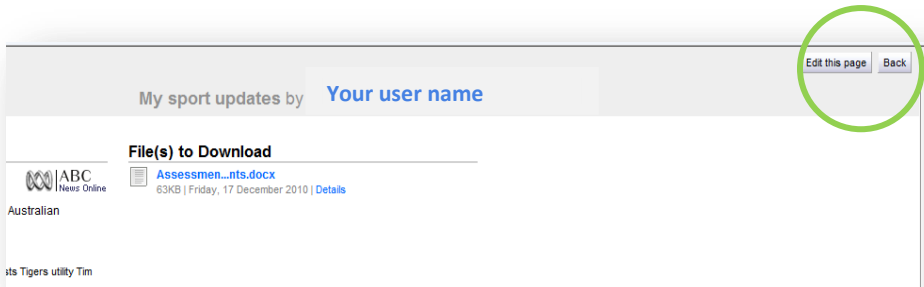


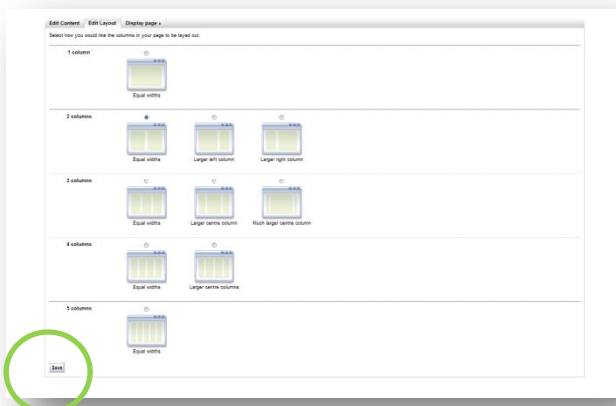
Columns and general appearance – formatting your page

Set your preferences for columns and general appearance on any page. Use the **Edit this page** option at the top right of your page. (A 'Back' button is also located here.)



Two rows of tabs will appear, with layout options on top.

The **Edit Content** tab does much the same as the Edit option beside each segment of the page, while **Edit Title and Description** allows you to choose or rename a page title. The **Display page** tab shows you how the page would look to an outside viewer. The **Share page** tab allows you to share your work with friends and colleagues; this is where you give access to a page or collection of pages. You can use the Share page setting to create a *Secret URL*, which you paste into an email and send to an outsider so that they can see a particular page. Students may be required to create a Secret URL for assessment.



The **Edit Layout** tab allows you to choose up to five columns of varying width on your page.

Make a selection and click the **Done** button at the foot of the page when finished.

Page background options

Your ePortfolio has a choice of backgrounds. To change a background, choose from the Theme drop-down menu.



The USQ option is best for assessable work, but you can use your imagination for other pages and collections. Another viewer might see your page similarly to the examples below, but without the 'Edit page' choice.

