

Add/Edit Subpages in Your ePortfolio

1. To add new subpages in your ePortfolio, make sure you are in the **“Edit”** mode of the ePortfolio. Select the page that you want to add a subpage to, then select **“Add/Edit”** tab in the **“View Pages”** area. (See image 1.1)



Image 1.1

2. In the **“View Pages”** section, you will click the **“Add Page”** button. (See image 1.2)

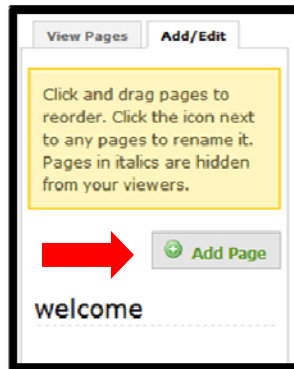


Image 1.2

3. Give the subpage a name. The URL for the subpage will automatically be created for you. For more options click the **“Show Advanced”** link. (See image 1.3)

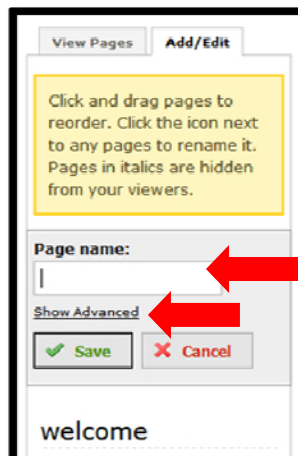


Image 1.3

4. In the advanced options, you can change the URL of the subpage and/or check the following:
 - a. **“Hide”** option, which will hide the page from viewers. The page will be viewable by you only. **Note:** hidden subpages will appear in italics.
 - b. **“Collapse”** option, which will turn this subpage into a collapsible menu. **Note:** Any subpage built under a page with this option will have to be dragged over one spot (**indented**) to the right to be an item in the collapsible list.
 - c. **“Heading”** option, which will make this subpage a non-clickable ‘Heading’ page.

When done, click the **“Save”** button (See image 1.4)

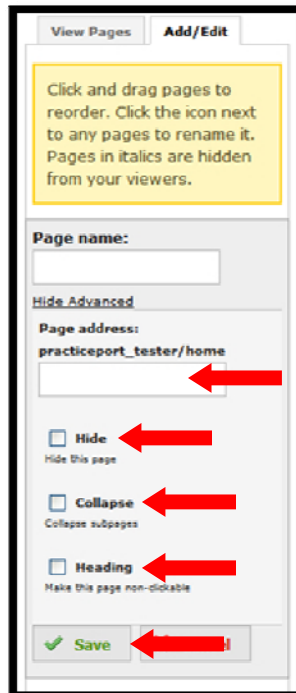


Image 1.4

5. To edit existing subpages in your ePortfolio, make sure you are in the **“Edit”** mode of the ePortfolio. Select the **“Add/Edit”** tab in the **“View Pages”** area. (See image 1.5)



Image 1.5

6. In the “Add/Edit” section, click the edit/pencil icon next to the name of the subpage that you want to edit. (See image 1.6)

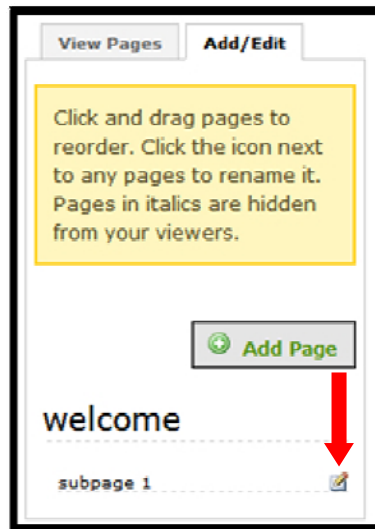


Image 1.6

7. Edit the subpage. From here you will be able to rename the subpage. If you rename an existing subpage you should change the URL. To change the URL click the “Show Advanced” link. (See image 1.7)

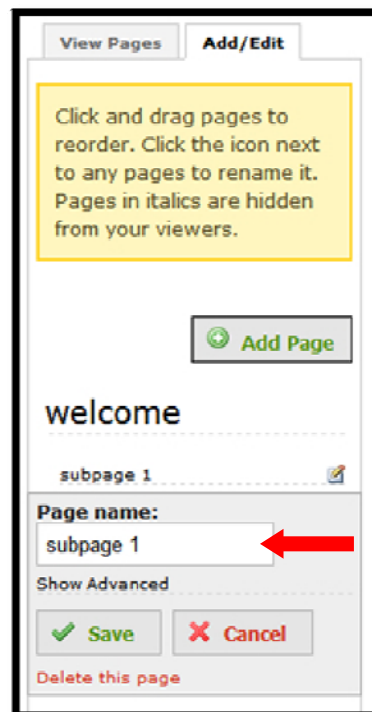


Image 1.7

8. In the advanced options, you can change the URL of the subpage and/or do any of the following:
 - a. **“Hide”** option, which will hide the page from viewers. The page will be viewable by you only. **Note:** hidden subpages will appear in italics.
 - b. **“Collapse”** option, which will turn this subpage into a collapsible menu. **Note:** Any subpage built under a page with this option will have to be dragged over one spot to the right to be an item in the collapsible list.
 - c. **“Heading”** option, which will make this subpage non-clickable.

When done, click the **“Save”** button. (See image 1.8)

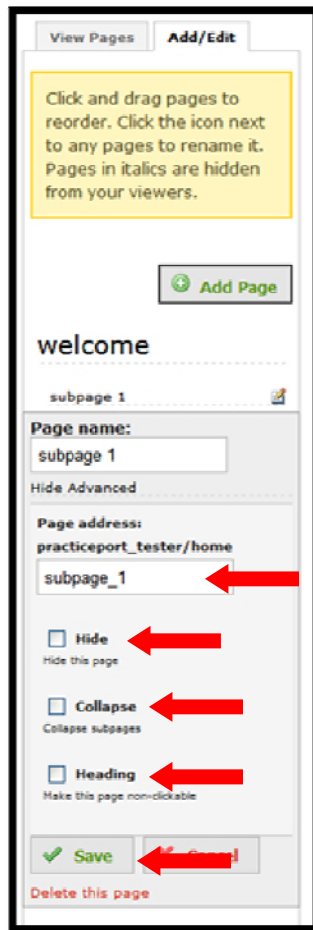


Image 1.8

9. To delete a subpage from your ePortfolio, make sure you are in the “**Edit**” mode. Click on the “**Add/Edit**” tab in the “**View Pages**” area. Click the “**Delete this page**” link. **Note:** If a subpage was made a collapsible menu, deleting that subpage will also delete any subpages in that collapsible menu. (See image 1.9)

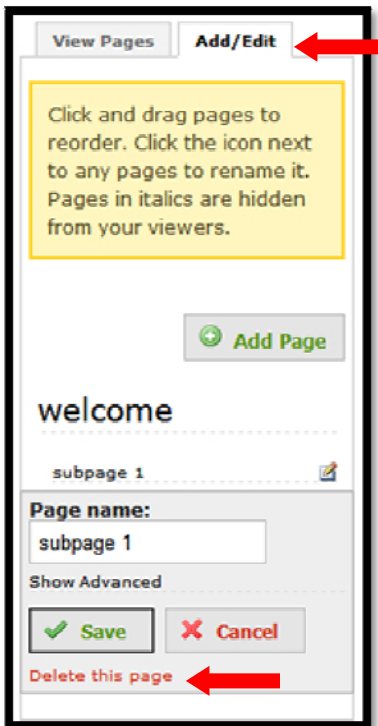


Image 1.9

10. Once you click the “**Delete this page**” link, you will receive a message notifying you that “**This action cannot be undone. Are you sure you want to delete this?**” If you are sure, click “**OK**” and the subpage will be deleted. **Note. Please exercise caution in deleting pages/subpages since this action cannot be undone.** (See image 1.10)

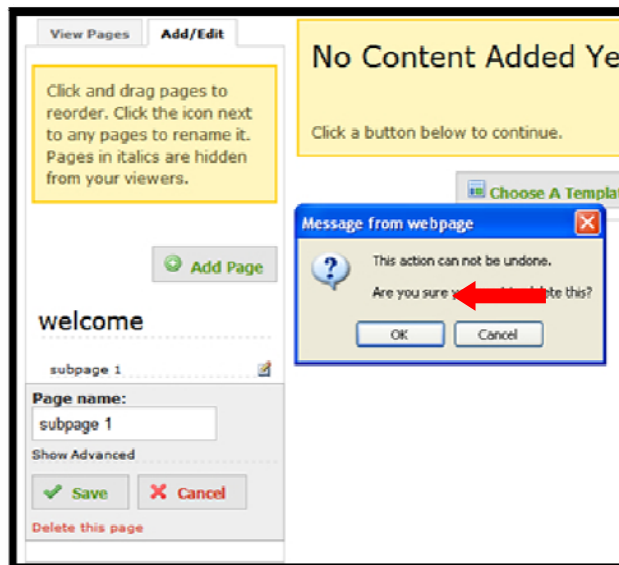


Image 1.10