

# INSTITUTE WRITING PROGRAM

## THE WRITING CENTER

### ePortfolio guide #3: Creating pages

## Creating pages

Pages are an easy way to publish content that you want to be displayed by itself and do not plan to update regularly (unlike posts, for example, which are often displayed in groups). Just like a page on any website, each page you create will have a stable URL (e.g., sites.vmi.edu/hamiltonmt/creating-pages), and you can direct readers to it with a hyperlink or by adding the page to your main navigation menu (for more information on organizing pages using your menu, see “ePortfolio Guide #6: Creating menus”).

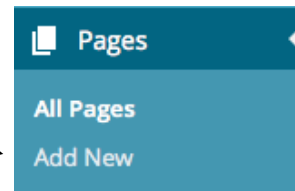
You might use pages to:

1. **Build a static front page:** if you want your front page to always display the same content (a welcome message, for example), create a new page, fill in the content you want on your front page, and set it as your front page using the **Customize** tool within **Appearance** in your Dashboard (for more information, see “ePortfolio Guide #2: Setting up front page”).
2. **Create an “about me” page:** if you want to include a bio, explain the contents of your ePortfolio, or publish similarly stable content, navigate to your Dashboard, create a page, and add it to your menu
3. **Build a professional portfolio:** if you want to use your ePortfolio as a professional portfolio with work organized thematically or by type (rather than in reverse chronological order), create a page for each artifact you want to showcase, and organize these pages using the “Menu” tool (for more information about menus, see “ePortfolio Guide #6: Creating menus”).

To create a page:

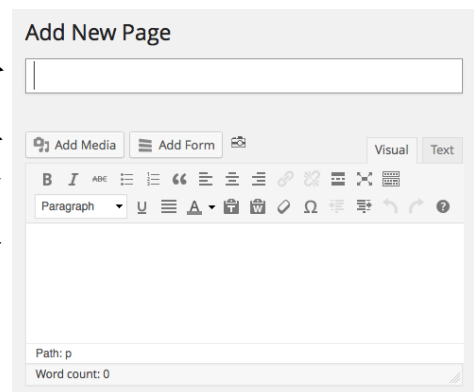
1. Login at <http://sites.vmi.edu> and navigate to your Dashboard.

2. Hover over **Pages** and click **Add New**.



3. Add a title for the page.

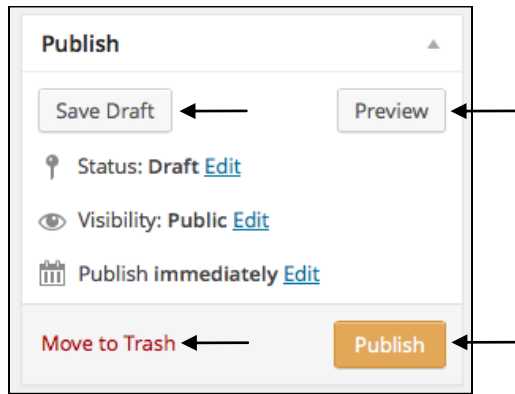
4. Click the **Add Media** button to add an image or a link to a document or other media file.



5. Use this toolbar to format the text as you would in an email or word processing program.

6. Compose the text of your page here.





7. To save your page without publishing it, click **Save Draft**.

8. To delete it, click **Move to Trash**.

9. To preview how the page will look, click **Preview**.

10. To publish it, click **Publish**.

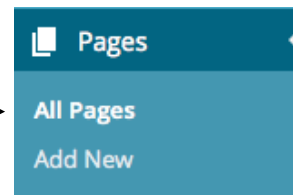
## Managing and editing pages

The **Pages** tool also allows you to view, edit, and delete pages from your ePortfolio.

To manage and edit pages you have already created:

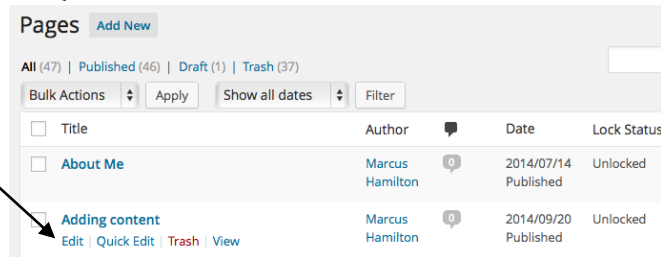
1. Log in at sites.vmi.edu and navigate to your Dashboard.

2. Hover over **Pages** and click **All Pages**.



3. Here you can view all of your pages in alphabetical order and details including how many pages you have created, published, drafted, and deleted.

4. Hover over the title of a page and choose one of the options that pop up to **Edit**, **Quick Edit**, **Trash**, or **View** a page.



5. You can also edit a page by navigating to it in your ePortfolio (rather than your Dashboard) and clicking **Edit Page** in the top toolbar.

