

**Overview** When accounts are created, a default “Home” page is provided. If a person selects a profile that is associated with additional start-up pages, those will also appear in the right panel of the owner’s view.

**Current Version 2.0 Default Page Structures**

**Generic Student Profile**

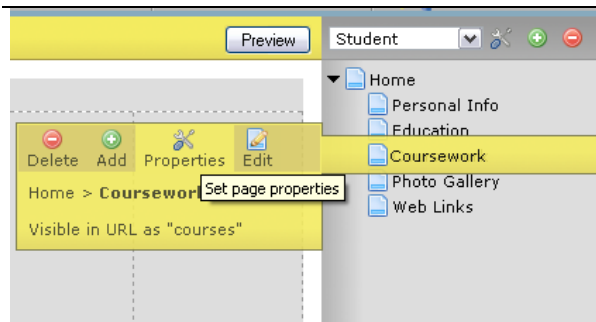
- Home
- Personal Info
- Education
- Coursework
- Photo Gallery
- Web Links

**Generic Professional Profile**

- Home
- Personal Info
- Employment
- Education
- Photo Gallery
- Web Links

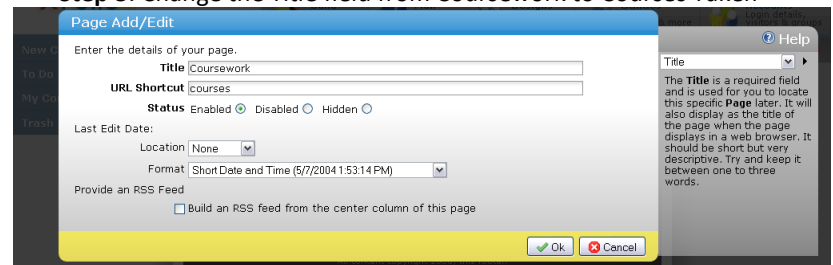
Pages can be edited, added, re-sequenced or deleted according to your preference. In addition, you may choose to manage the page properties. Each task is explained in the content that follows. Open your browser and try the steps online.

**1 Edit Existing Page Properties**



**TASK:** Change the **Coursework** page name to **Courses Taken**

- **Step 1:** Click on the **Coursework** page title
- **Step 2:** Select **Properties** from the pop-out tools
- **Step 3:** Change the Title field from Coursework to Courses Taken



The resulting URL for this page would look like <http://username.v2efolio.com/student/courses>

Note: the URL Shortcut can also be edited.

- **Step 4:** Make other changes and click the **OK** button

**Fields Explanations**

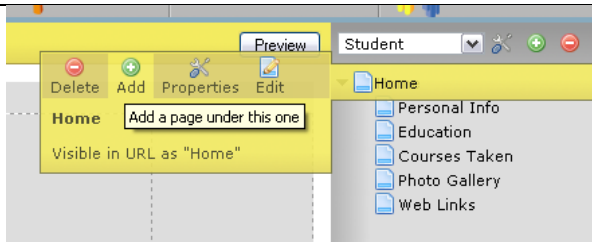
<b>Title</b>	The <b>Title</b> is a required field and is used for you to locate this specific <b>Page</b> later. It will also display as the title of the page when viewed in a web browser. It should be short but very descriptive. Limit it from one to three words.
<b>URL Shortcut</b>	The file name to use when creating this page. This name will show up in the URL to access the page. Keep it should and similar to the page title.
<b>Page Status</b>	The <b>Page Status</b> determines how a page is visible to the public in your xFolio. To have the page visible and part of your site's navigation menu select <b>Enabled</b> . To disallow any public access select <b>Disabled</b> . To allow public access but exclude a page from the navigation menus select <b>Hidden</b> .
<b>Location</b>	Where to optionally display the date the page was last edited. The system tracks this date for you automatically. It is displayed in the format specified by <b>Format</b> . Choose <b>All</b> to display the page's edit date and edit dates for content on the page. Choose <b>Summary</b> to only display the page's edit date.
<b>Format</b>	Use the <b>Format</b> field to determine how the date and optionally the time display. Select the desired format from the drop down list. There are options for a short date format or a long date format.
<b>RSS Feed</b>	Allows you to add and determine the behavior of page-based RSS functionality.



Illustration above shows a standard eFolio URL Structure with both site and page shortcuts. (NOTE...this is not a “real” eFolio site)



## 2 Add New Page to Your Site



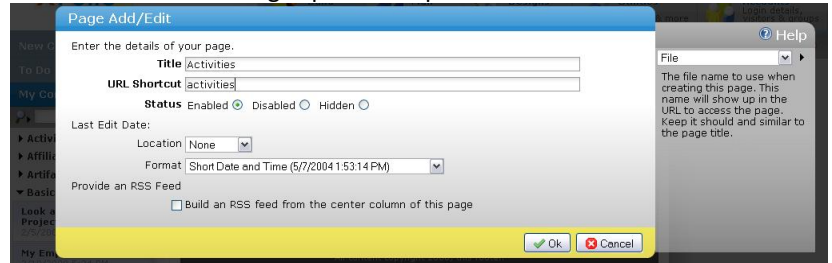
There are some “taboo words” that you’ll need to avoid when adding the URL shortcut.

### Prohibited words are:

bin, images, manager, owner, public, repository, scripts, services, sponsor, styles, and theme

**TASK:** Add a new page named **Activities**

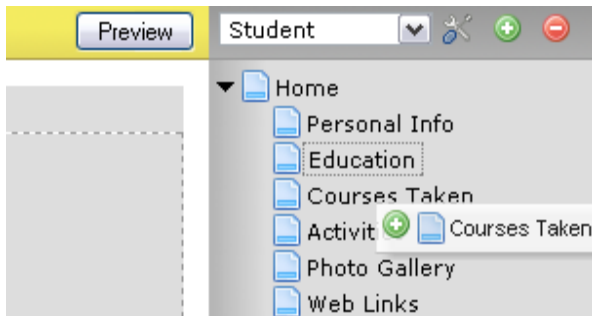
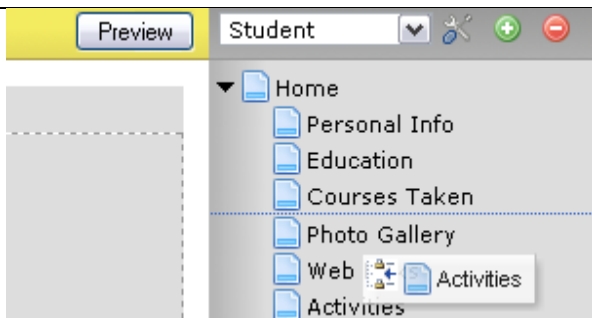
- **Step 1:** Click on the **Home** page title
- **Step 2:** Select **Add** from the pop-out tools
- **Step 3:** Complete the **Title** and **URL Shortcut** form fields --- refer to the field sensitive right-panel “Help” notes for assistance



Make other setting changes as you wish for this page.

- **Step 4:** Click the **OK** button

## 3 Re-Sequence or Re-Position Existing Pages



### FIRST

**TASK:** Move the page named **Activities** to follow **Courses Taken** and precede **Photo Gallery**

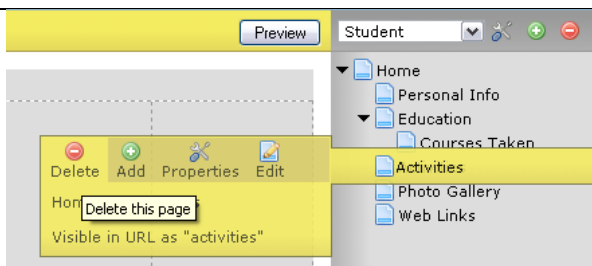
- **Step 1:** Click and hold left mouse button on the **Activities** page title
- **Step 2:** Drag it to the location (notice the insert line)
- **Step 3:** Release the mouse button and the page is re-sequenced

### SECOND

**TASK:** Make the **Courses Taken** page sub-level to the **Education** page

- **Step 1:** Click and hold left mouse button on **Courses Taken** title
- **Step 2:** Drag it to rest on the location (notice the selection border)
- **Step 3:** Release the mouse button and the page is re-positioned

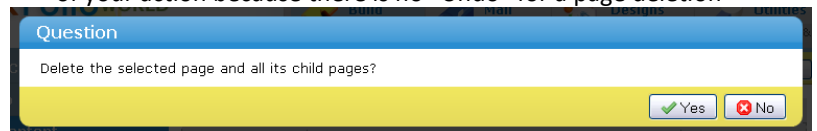
## 4 Delete Existing Page



**Note:** Existing page content remains in the “My Content” panel after page deletion actions.

**TASK:** Delete the page named **Activities**

- **Step 1:** Click on the **Activities** page title (...pick the right page!)
- **Step 2:** Select **Delete** from the pop-out tools
- **Step 3:** Read the Question message displayed to your screen – be sure of your action because there is no “Undo” for a page deletion



- **Step 4:** Click the **Yes** button to complete the “page deletion” action.
- **Step 5:** Refresh the screen view