



St. Mary Seminary & Graduate School of Theology
Diocese of Cleveland

E-Portfolio Help Document: Adding Pages to Your E-Portfolio

Step 1: From within your e-portfolio click on the “Pages” link on the left hand side of the screen to open the pages dropdown box. You will now see all current pages in your e-portfolio. To add a new page click on the “Add New” link under the “Pages” dropdown box. To edit a current page simply click on the page title. You will notice that some pages might be in “Draft” mode which means they are not seen on your e-portfolio. To move a page from “Draft” to “Published” click on the page title and then click on the blue “Publish” button on the right hand side of the page.

The screenshot shows the WordPress admin interface for the St. Mary Seminary e-portfolio. The browser address bar shows the URL: <http://eportfolio.stmarysem.edu/wp-admin/edit-pages.php>. The page title is "Edit Pages". The left sidebar contains a menu with "Pages" highlighted by a red box. The main content area shows a table of pages with columns for Title, Author, Date, and a comment icon. The pages listed are "E-Portfolio Content", "E-Portfolio Help", and "Welcome".

<input type="checkbox"/>	Title	Author		Date
<input type="checkbox"/>	E-Portfolio Content	admin	0	17 hours ago Published
<input type="checkbox"/>	E-Portfolio Help	admin	0	19 hours ago Published
<input type="checkbox"/>	Welcome	admin	0	19 hours ago Published

Step 2: From the “Edit Page” screen type a page title for your e-portfolio page. Remember the page title will also create a link for the page by the same name on you main e-portfolio page. Once the page title is created you may place content/media inside your page. Content may be place by copying and pasting text directly into the text box or by clicking on the “Media/Content” icon to the right of the “Upload/Insert” area. Content may be uploaded to the page in multiple formats (i.e., *.pdf, *.doc, *.docx, *.mp3, etc.). Once you have finished editing/creating your page you need to click the blue “Publish” button on the right hand side of the screen to save the page and make it visible on your e-portfolio. At the bottom of the page are two check boxes (“Allow Comments” and “Allow Pings”) that should be unchecked unless you want your page to serve as a blog page that allows others to post comments on your e-portfolio page.

The screenshot displays the WordPress administration interface for "St. Mary Seminary". The main content area is titled "Add New Page". A red box highlights the empty title input field. Below it, the rich text editor is visible, with a red box highlighting the "Add media:" toolbar and the "Paragraph" dropdown menu. The right-hand sidebar contains the "Publish" section with buttons for "Save Draft", "Preview", and "Publish", and the "Attributes" section with dropdown menus for "Parent" (set to "Main Page (no parent)") and "Template" (set to "Default Template"). At the bottom of the main content area, the "Discussion" section has two checkboxes: "Allow Comments" and "Allow Pings", both of which are highlighted with a red box and are currently unchecked. The "Page Author" field is also visible at the bottom.