

Add a page

You add a new page in your portfolio when you want to display artefacts together, e.g. for presenting them to others, for showing your progress in a project etc.

Create a portfolio page

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1. On the *Pages and collections* page, click the *Add* button. In the modal that comes up, click the *Page* button. You are taken to the *Settings*.
2. **Page title:** Provide a title for your page. This field cannot be left empty. If you do not enter a title, the default “Untitled” will appear.
The page title, description, and tags appear in the *Basics* panel. If you cannot see them, click the icon to make them visible.
3. **Page description:** Write a brief description summarizing your objective of this page. It will appear on the page itself.
4. **Tags:** Enter tags to find your page more easily at a later stage. You can choose from your existing tags by starting to type a letter and then selecting the tag you want to use. You can also type a new tag, and it is added to your list of tags.
You can find more information on how to use the tag selector in the [“Tags” section](#).
5. **Name display format:** Choose how you want your name to appear on the page to others.
6. **Anonymise:** If the site administrator allowed [anonymous pages](#), you can choose this option here. Instead of your (display) name, “Author’s name hidden” will be displayed to everyone. Administrators and staff can still see your real name.
7. **Layout:** Click the icon to display all layout options. You can [change the layout](#) to decide the overall distribution of your blocks on the page.
8. **Skins:** Click the icon to [select a skin](#) for your page.
9. Click the *Save* button to save your changes and to continue to the [Edit content](#) part.

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