

How do I accept changes to a template when I've already created my portfolio?

To accept changes to a template:

- 1) When you have logged into iWebfolio, at the top of the page you will see a link called 'Portfolios'. Click on this link.
- 2) Click 'Edit' next to the portfolio that you would like to update the template.
- 3) Click on the 'General' tab.
- 4) Once you are on the 'General' tab, you will see a link in the Overview area that says 'Get latest template version'. Click on this link.
- 5) Once you have clicked on the link to get the newest template, you will see the words '**The portfolio has been updated successfully**'. You should now be able to view any new additions or changes to the template in the Contents tab.