

How do I create a custom presentation style for my portfolio?

To create a custom presentation style:

- 1) When you have logged into iWebfolio, at the top of the page you will see a tab called 'Presentations'. Click on this tab.
- 2) Next, click on the link 'Create New Custom Presentation'.
- 3) You will see a page called Custom Presentations. First you will need to choose a name for the new presentation style. Enter your choice in the Name field.
- 4) You will need to decide if you would like to have tabs or not. The default is for the tabs box to be checked on. Simply click to remove the check if do not want tabs.
- 5) Next choose the colors you would like to use for the following areas within the presentation style:

- Banner trim color
- Banner trim text color
- Banner color
- Banner text color
- Left navigation color
- Left navigation text color

*To preview your new presentation style, click on the 'Preview' button at the bottom of the screen at any time.

- 6) You may also decide to include a banner in your presentation style. If you have created a banner, you will be able to search for where you have saved it by clicking on the 'Browse' button. **Please follow the recommended maximum image size of 500W X 100H.** If you use a banner copied from another source, be sure that it is not copyrighted before you include it within your new presentation style.
- 7) When you have finished the customization of your presentation style, click on the 'Save' button at the bottom of the screen.
- 8) You will now see this new presentation style listed as a choice when you go into a portfolio and then click on the 'Presentations' tab. To select the new customized presentation style, click on the radio button listed next to it.