

How to Apply Styles to All Pages

A Guide for Students and Faculty

Who is this for? This guide is for students and faculty who want to apply the same style elements from one page of their ePortfolio to other pages throughout their ePortfolio.

Step 1: Click on the gear icon for the element or elements that you want to apply the style of. Then click the “Customize Style” icon. For this example, I will be using a Section. (See image 1)

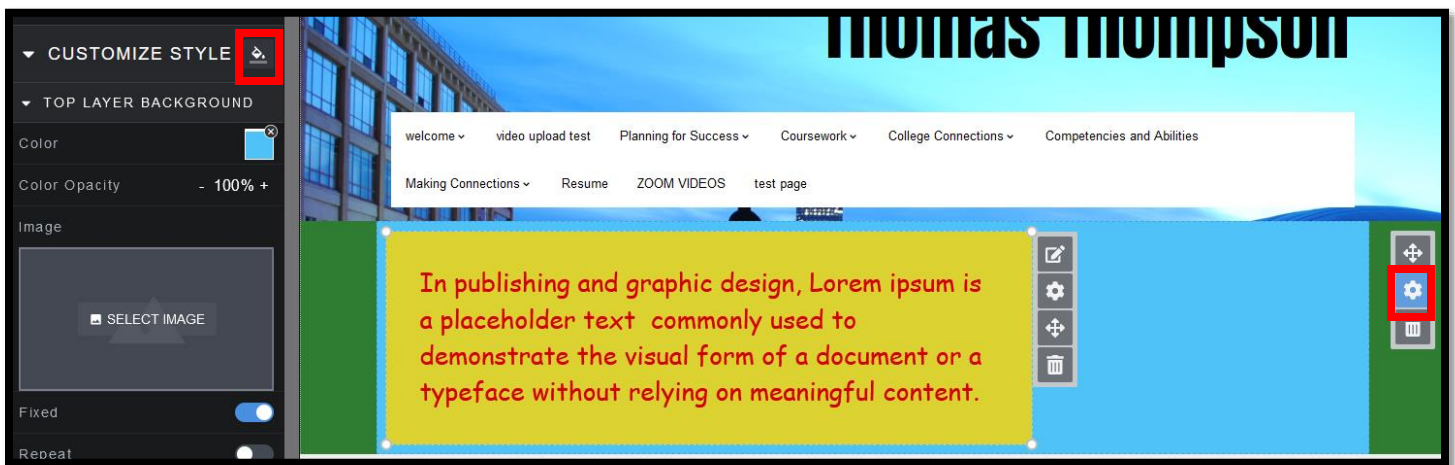


Image 1

Note: Clicking the “Customize Style” icon for the section will allow you apply the styles of the section elements (Ex. *Top Layer Background and Bottom Layer Background*) to sections on other pages. Clicking the “Customize Style” icon for a module (Ex. *The Rich Text Module*) will only apply the style to modules on other pages.

Step 2: When you click the “Customize Style” icon, you will be prompted to “Apply to all New Sections” or “Apply to Existing Sections.” For this example, I will choose “Apply to Existing Sections.” (See image 2)

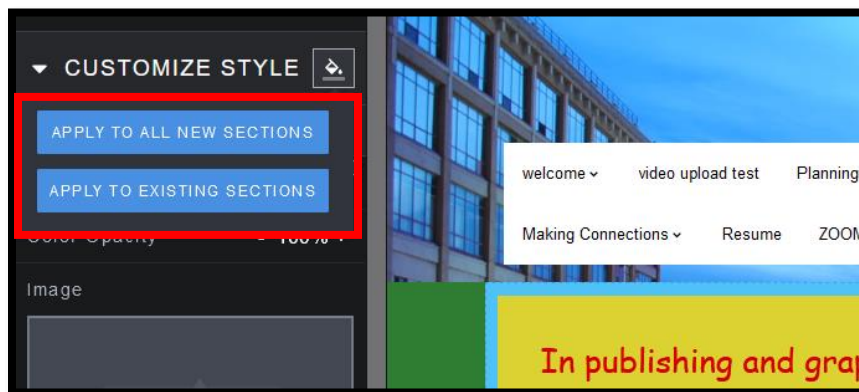


Image 2

Step 3: From the “Apply Style to Existing Sections” window, you can choose what style properties you want to apply to what sections, and pages of your ePortfolio. When finished, click the “Apply Style” button. (See image 3)

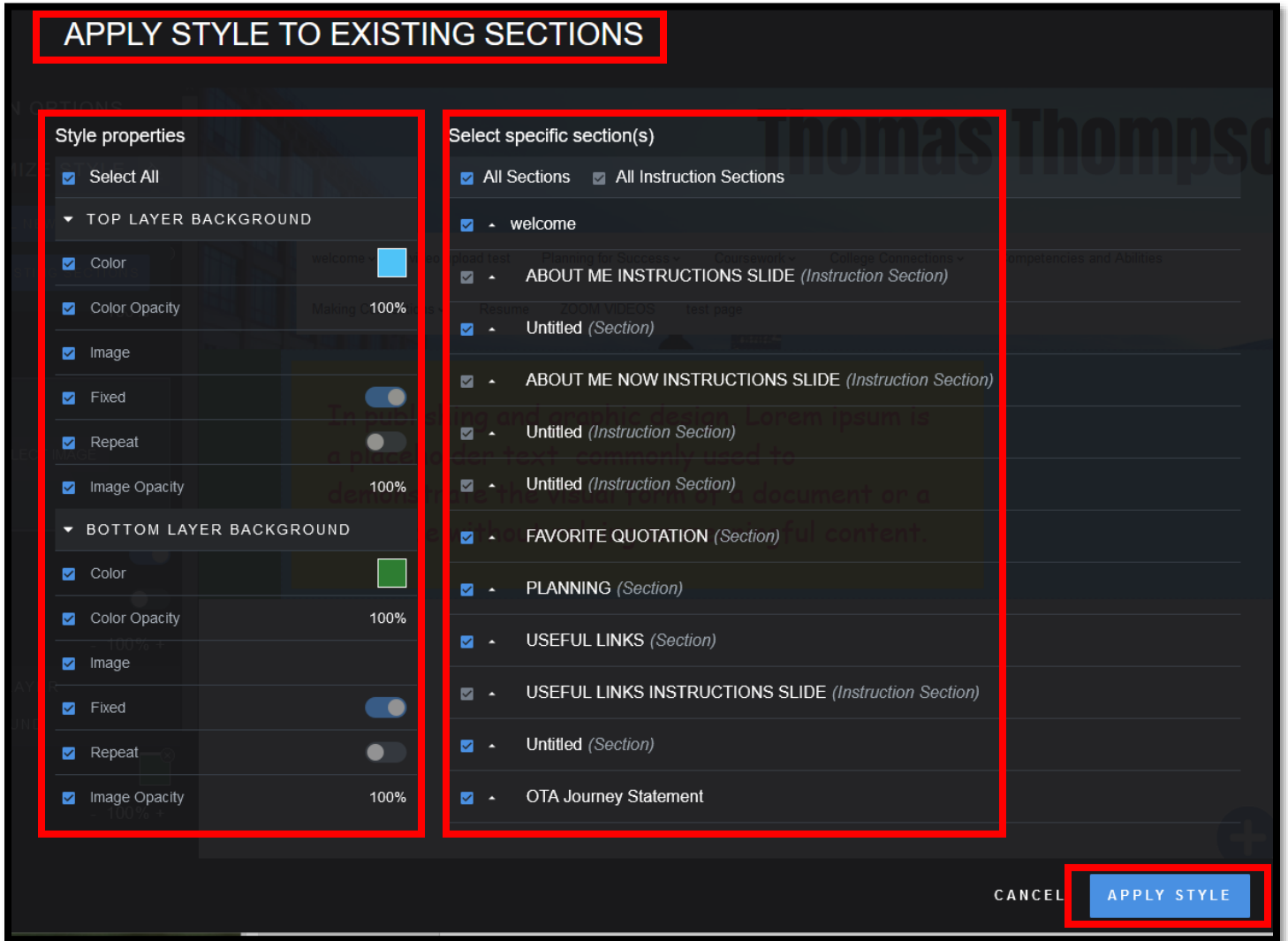


Image 3

That's it. If you have any questions, contact the ePortfolio team or visit the MB-57 office.