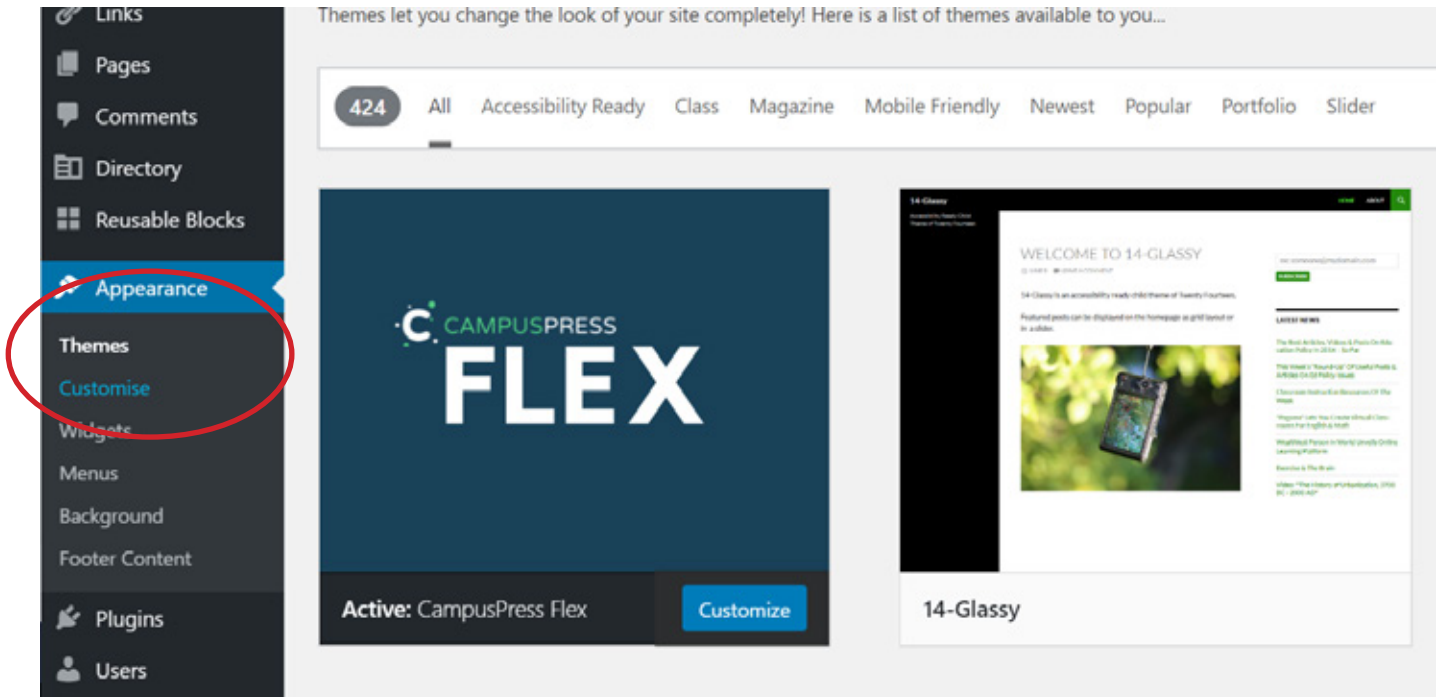


Customise the Portfolio Template

After activating your new portfolio using your College account, you may customise the site title and tagline of your portfolio in addition to more features.

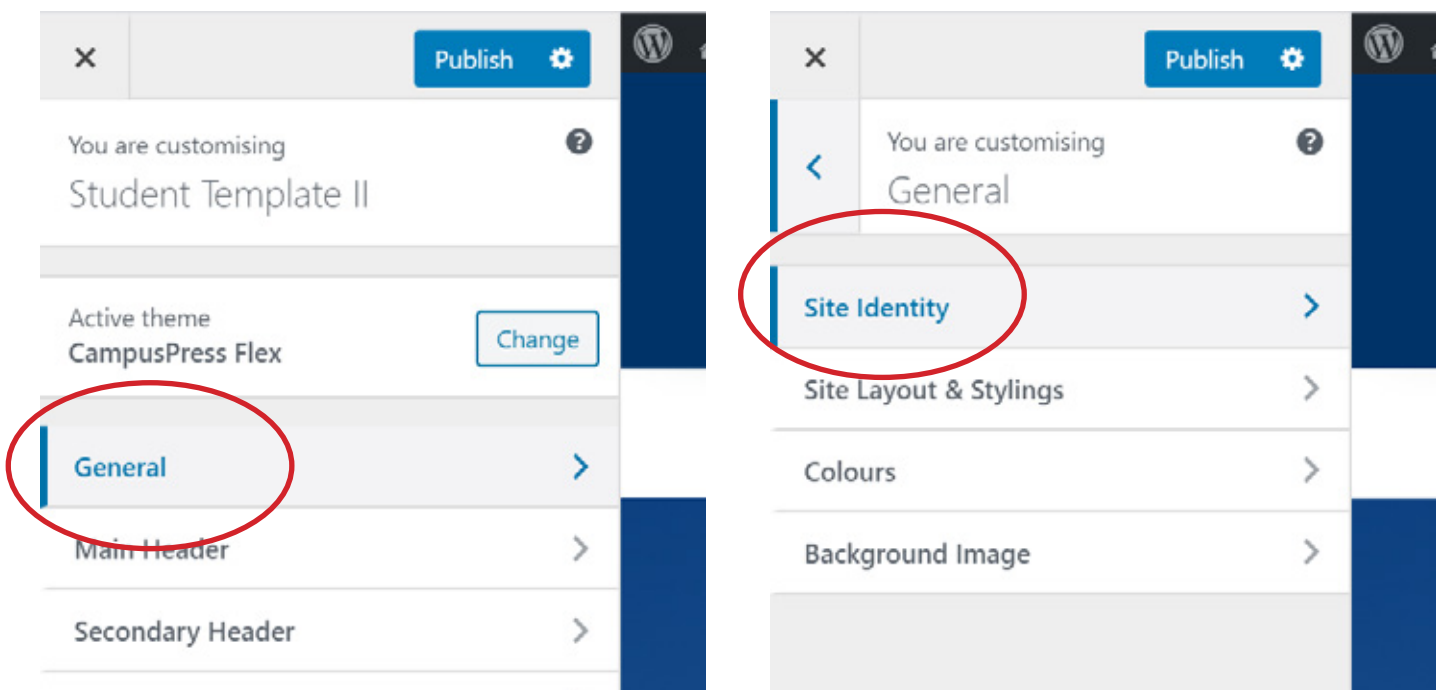
Step 1

In the WordPress Dashboard navigate to **Appearance > Customise**



Step 2

In the Customise dashboard click **General > Site Identity**



Step 3

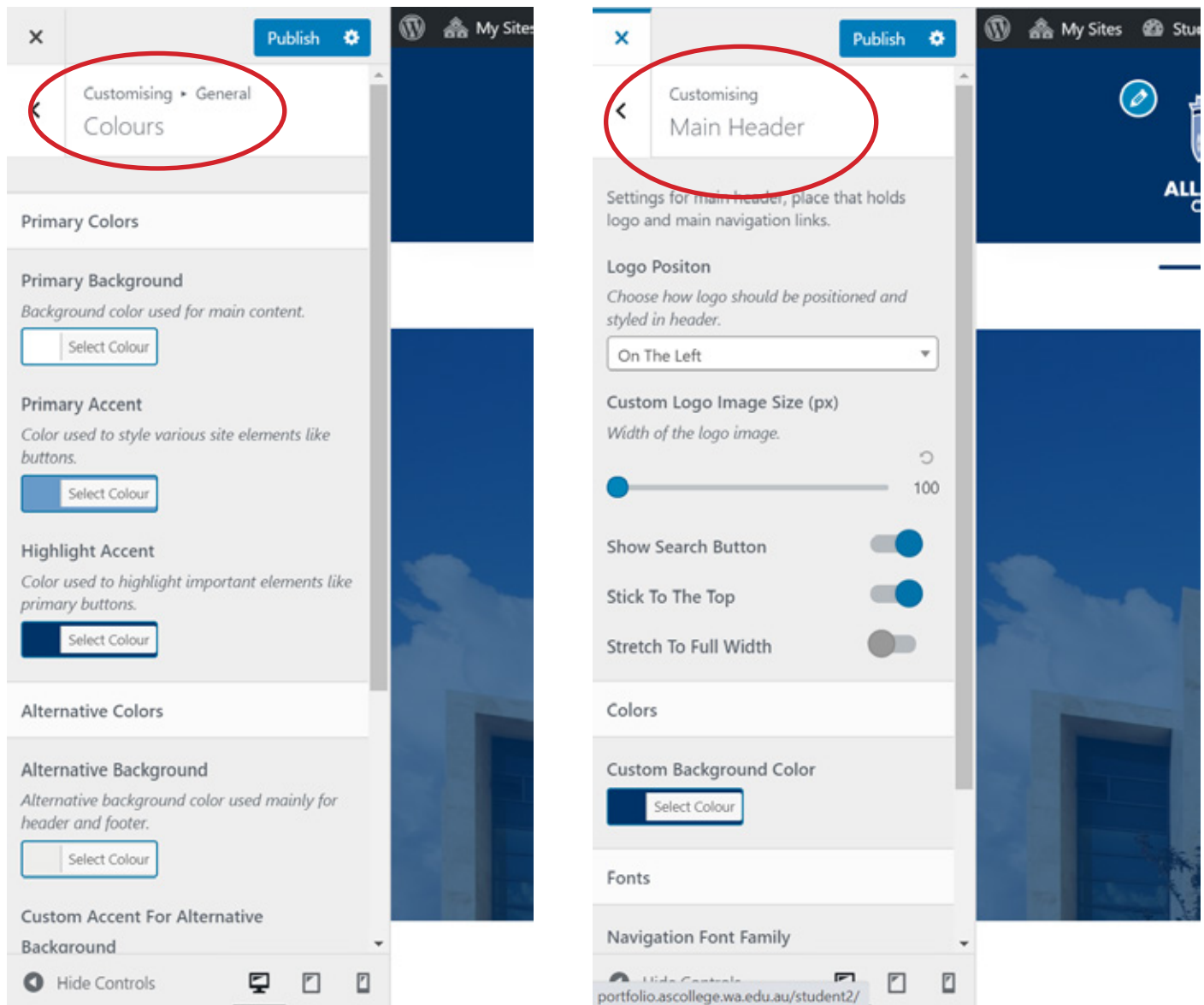
Add your Site Title and Tagline. As this is a portfolio, this will likely include your name as the Site Title and "Student Portfolio" as the Tagline. You can also add a logo that will appear in the header of your site and an icon that will appear on the tab your site is open in.

The image shows the WordPress Customizer interface for a site titled "Student Template II". The left sidebar is set to "Customising > General" and "Site Identity". The "Logo" section displays the All Saints' College crest and the text "ALL SAINTS' COLLEGE". Below the logo are "Remove" and "Change logo" buttons. The "Site Title" field contains "Student Template II" and the "Tagline" field contains "Student Portfolio". The "Site Icon" section is circled in red and contains the text: "Site Icons are what you see in browser tabs, bookmark bars, and within the WordPress mobile apps. Upload one here!".

The right side of the image shows a preview of the site header. It features a dark blue background with the All Saints' College crest and the text "ALL SAINTS' COLLEGE". A "Site Icon" is visible in the browser tab area of the preview, which is highlighted by a red box. The "Site Icon" section in the preview includes the text: "Site Icons are what you see in browser tabs, bookmark bars, and within the WordPress mobile apps. Upload one here!". Below this text is a browser tab preview showing the site icon, the site title "Student Tem", and the URL "www.". Below the browser preview are "Remove" and "Change image" buttons.

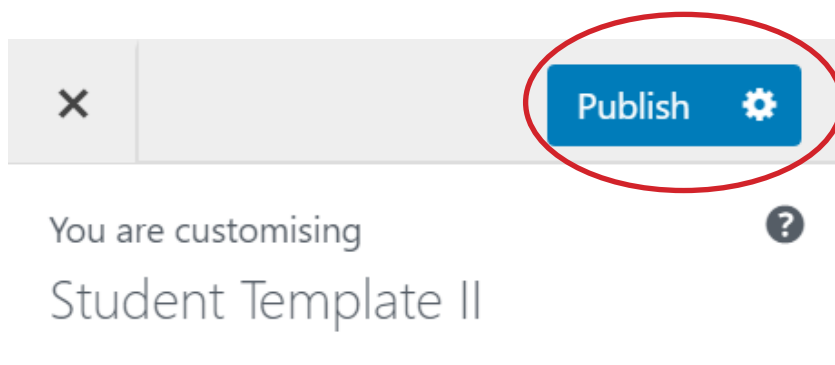
Step 4

Use the **General > Colours** menu to edit the main colours found across your site, and use the main menu item **Main Header** to customise the colours, fonts and layout of your site's main header.



Step 5

Don't forget to click **Publish** to save your settings!



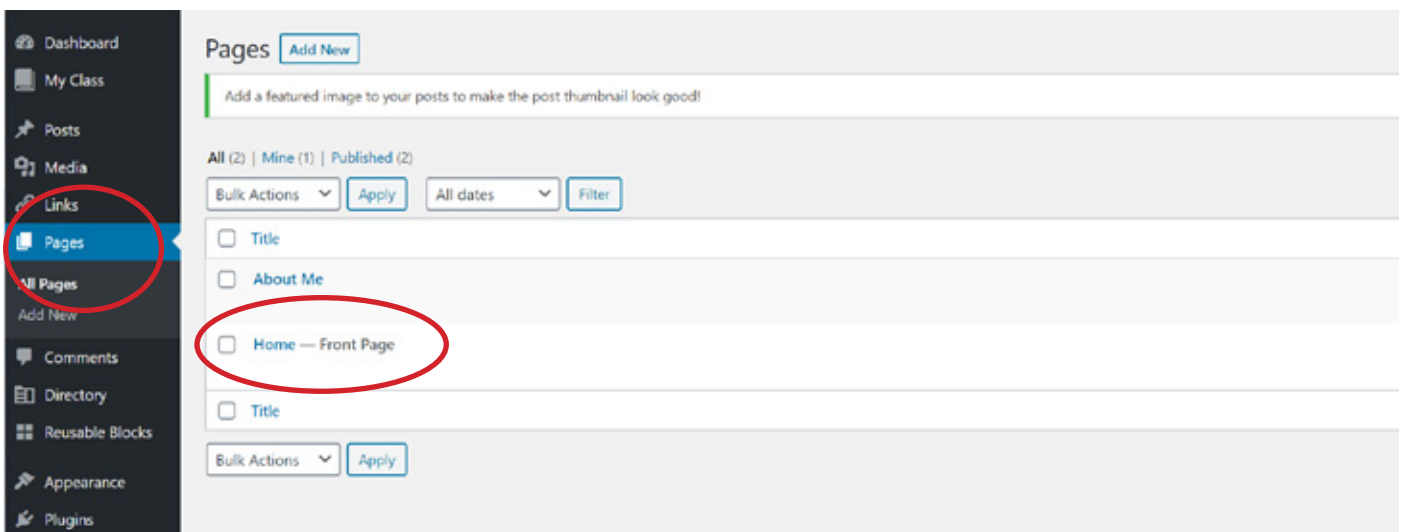
Customise the Home Page

Your home page automatically includes a **Hero Image** and a section for your **latest posts**. You can change the styling of these items to suit your portfolio by following the directions below.

For more information on adding/removing content on your site pages and posts, read the **Getting Started!** blog post found on your site's home page.

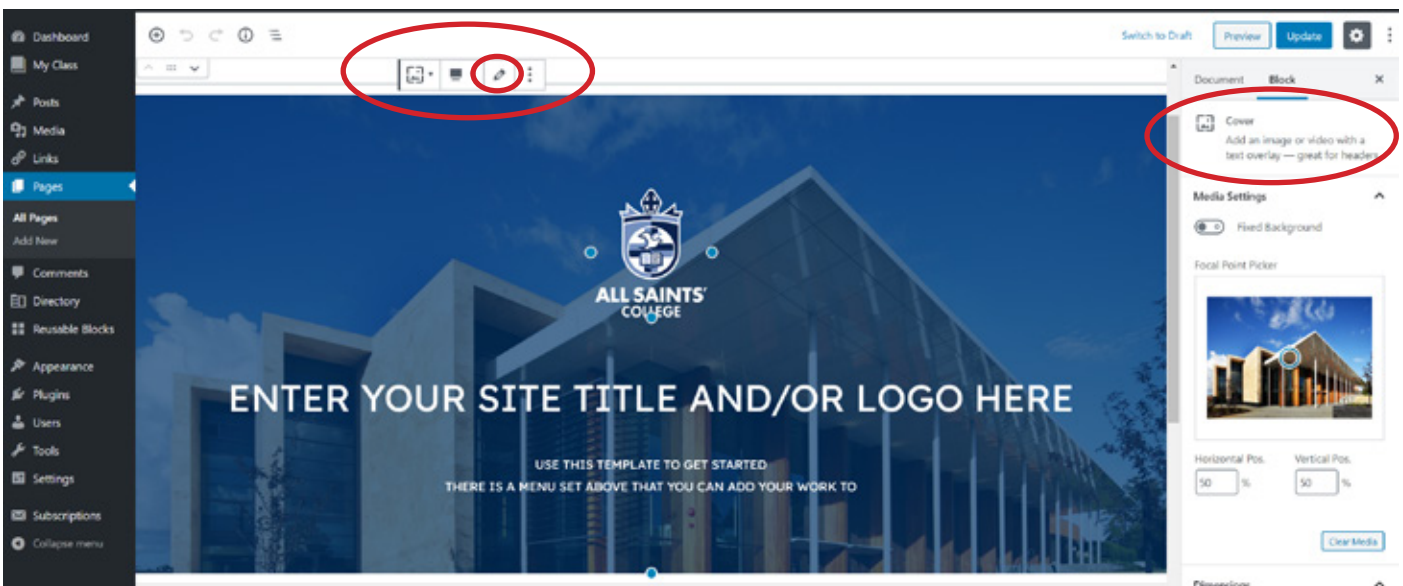
Step 1

From the WordPress Dashboard navigate to **Pages > Home**



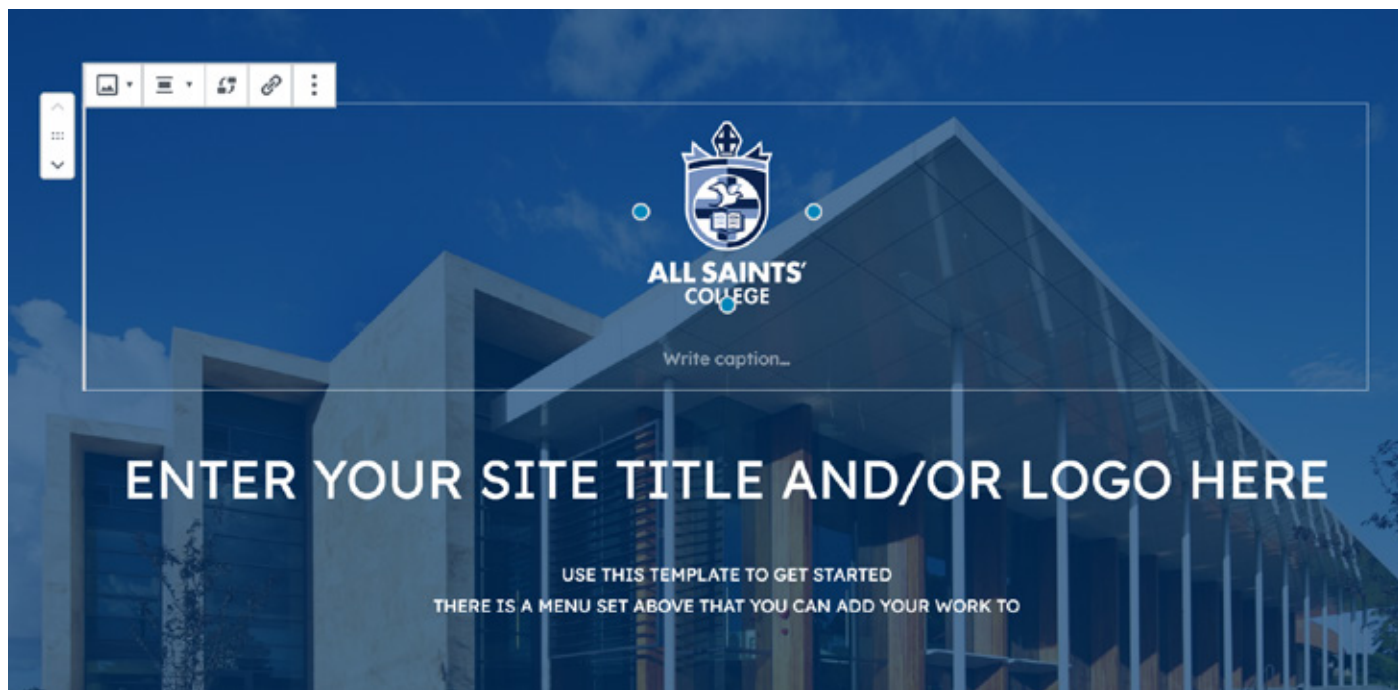
Step 2

To edit the Hero Image, click on the entire image (not the text/logo inside). You will know you have selected the correct element if the right hand side menu says **Cover**. To change the image, click the **Pencil icon along the top of the image** and select a new image from the Media window.



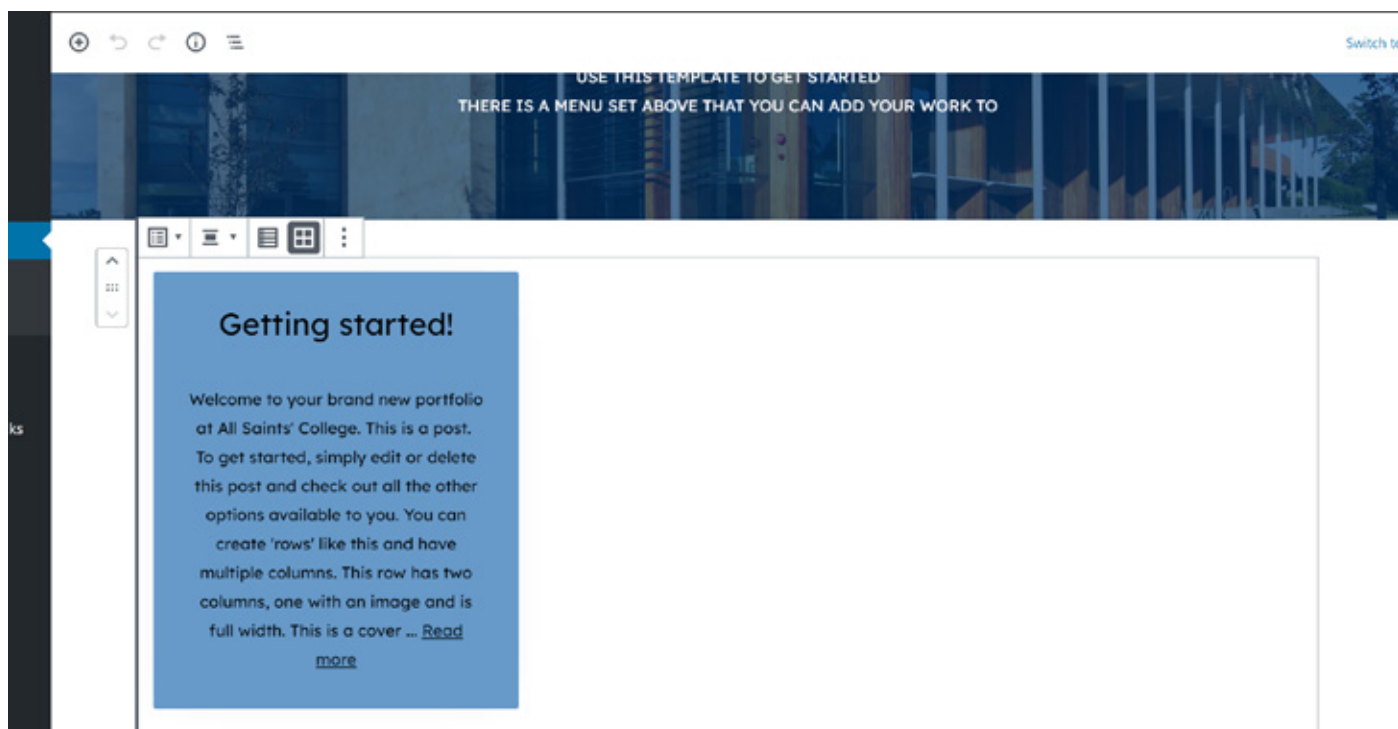
Step 3

To edit the **Logo** or **Text** inside the Hero Image, click on the individual element you want to edit. You will know you have selected the correct element if a box appears around the element **inside** the Hero Image.



Step 4

To edit the way your Latest Posts are displayed on the homepage of your site, select the panel as shown below.



Step 5

Using the right hand side menu when your Latest Posts are selected, you can change how your posts are displayed, how many are displayed at once and more.

Step 6

Don't forget to click **Update** to save your settings!

