

FAQ - Create



Here you will find the most frequently asked questions about the instructions [Create](#). If you have a question that is not listed here, please contact lehrservice@leuphana.de.

To create a new page, first go to the *Portfolios* page. You have two options for this:

Variant A: Click on the *Burger menu* (1) and then on *Create* (2). You can then access the overview page of your pages and collections via *Portfolios*. You can use this option to access your pages and collections from any page in myPortfolio.

Variant B: From the start page (*Dashboard*), you can access the overview page directly via the *Create* button.

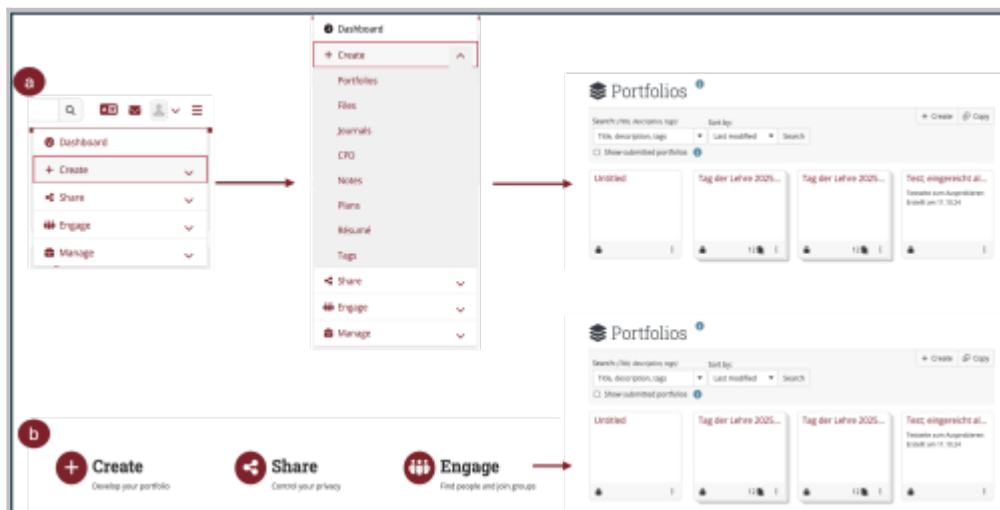


Fig. 1: Ways to create pages and collections in myPortfolio

From there, use the *Add* button and then select whether you want to create a *Page* or *Collection*. You will then be taken to the *basic settings* such as title, description and keywords. There you can also use the *Advanced settings* to specify whether a page can be used as a *Template*. Then click on *Save*. You will then be redirected to the page you have created and can design it using *Placeholder*. Placeholders have four main content types, which are explained below.