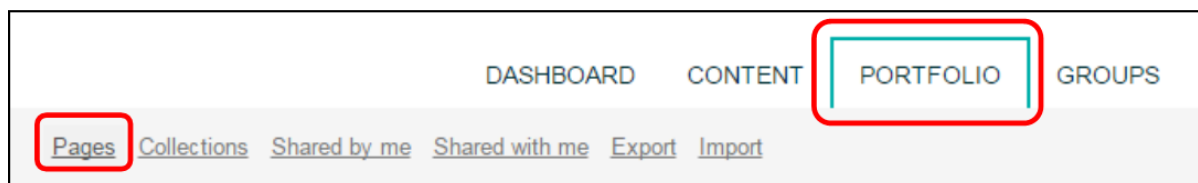


## Copying and creating pages

Mahara pages are the place you bring together **content** to present it to others. This can include items such as files, journal posts, media and additional text. Content can be added to as many pages as you wish.

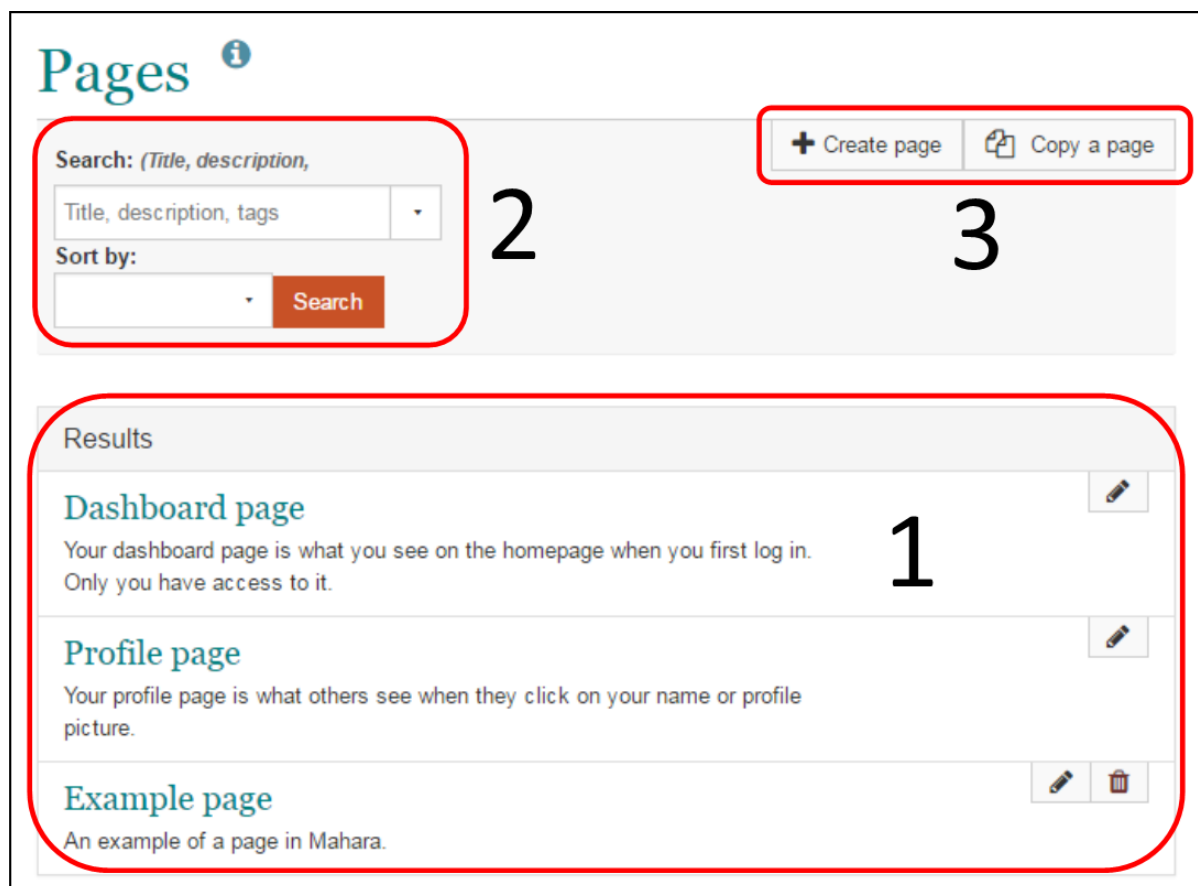
To see your pages, create new ones or copy an existing page (for example, an assignment template) go to **PORTFOLIO** then **Pages**.



Here you will see a list of all your pages (1).

If you have a lot of pages you may want to sort or search in order to find one (2).

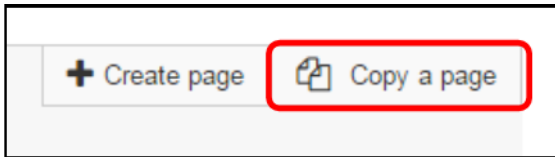
From this screen you can also create or copy pages (3).



## Copying and creating pages

### Copy a page (template for assignments)

If you have a page that you want to copy, perhaps an assignment template that your tutor has provided, or a page that already has all the formatting you want in your new page, you can do that.





When you click on **Copy a page** you will be shown all the pages you are allowed to copy. Clicking on the name of a page will show you a preview.

When you have found the page you want to copy, click on the **copy page icon** next to it.

## Copy a page or collection

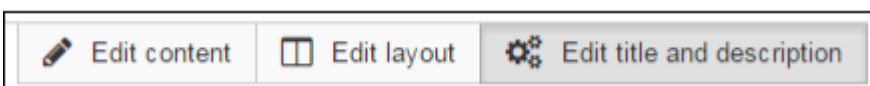
Here you can search through the pages that you are allowed to copy as a starting point for making a new page. You can see a preview of each page by clicking on its name. Once you have found the page you wish to copy, click the corresponding "Copy page" button to make a copy and begin customising it. You may also choose to copy the entire collection that the page belongs to by clicking the corresponding "Copy collection" button.

COLLECTION TITLE	PAGE NAME	OWNER	
	<a href="#">Example page</a>	<a href="#">Josephine Bloggs</a>	
	<a href="#">Example page v.2</a>	<a href="#">Josephine Bloggs</a>	

2 pages

A new page will be created with the name of the file you copied and v.2.

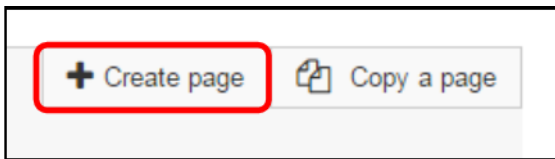
If this page is copied from is a template for an assignment you may be told not to change the layout, though you will want to edit the title and content. These buttons at the top right allow you to do that.



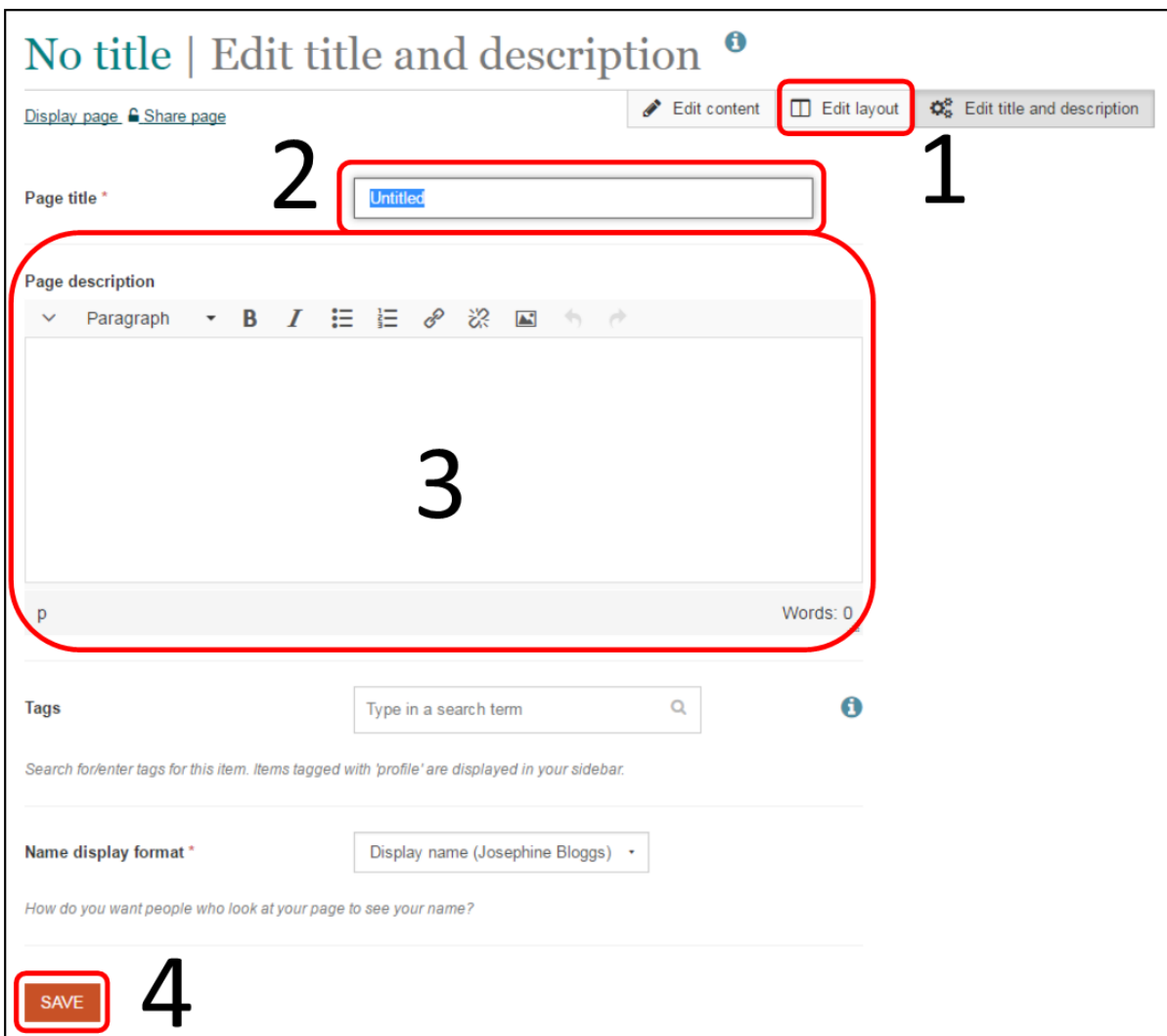
## Copying and creating pages

### Create a new page

To create a blank new page navigate to **PORTFOLIO** and **Pages** (as above). Then click on **+ Create page**



Your new page will be created and you will be able to edit the layout (1), give the page a title (2) and description (3). When you are finished, click **SAVE** (4).



You will then see a preview of your new page.

You can edit the content, layout, title and description (1) then start adding content (2).

## Copying and creating pages

**New example page | Edit content** ⓘ

1

[Display page](#) [Share page](#)

Edit content Edit layout Edit title and description

This area shows a preview of what your page looks like. Changes are saved automatically.  
Drag blocks onto the page to add them. You can then also drag them around the page to change their position.

2

- + Text
- + Image
- Media
- Journals
- General
- Personal info
- External

DISPLAY PAGE ↻

Detailed description: This is a screenshot of a page editor interface. At the top, the page title is "New example page | Edit content" with an information icon. Below the title, there are two links: "Display page" and "Share page". A large number "1" is placed over a toolbar containing three buttons: "Edit content" (with a pencil icon), "Edit layout" (with a grid icon), and "Edit title and description" (with a gear icon). Below the toolbar, there is a paragraph of text explaining that changes are saved automatically and that blocks can be dragged onto the page. A large number "2" is placed over a vertical menu on the left side of the page. This menu contains several options: "+ Text", "+ Image", "Media", "Journals", "General", "Personal info", and "External", each with a corresponding icon. At the bottom of the page, there is a red button labeled "DISPLAY PAGE" with a refresh icon.