**MPortfolio Quick Guide: Changing Page Settings or Template (Google)**

This document walks you through the basic steps for changing the settings or template of a Google MPortfolio page.

**STEP 1: Log in to your Google MPortfolio.**

1. Go to the [Google Sites homepage](http://sites.google.com).
2. Sign in using the same information you used when creating your MPortfolio site.
3. Click on your MPortfolio site name.

**STEP 2: Select the page and change settings (optional).**

1. Using the menu on the left, select the page you’d like to change the settings of. If you’d like to change multiple pages, you can repeat this process for each page you want to change.
2. Under the More menu on the top of the page, click **Page Settings**.
3. You can now change the settings for the page. We recommend leaving the show page title and Show links to sub-pages enabled, but you may enable or disable the other options as desired.
4. Click the red **Save** button.

**STEP 3: Change the page template (optional).**

1. Portfolio pages are generally created as a Web Page, though you may find some of the other options to be useful. To begin, select the page you’d like to change using the menu on the left.
2. Under the More menu on the top of the page, click **Change Page Template**.
3. Using the drop down menu box, select the new template you’d like to use. Depending which MPortfolio Template you used to create your own MPortfolio page, you may see different options available in this box.
4. Decide whether to replace the content on the page. If you want to delete anything you have on this MPortfolio page and go back to the default content, put a checkmark next to the **Apply default content from template** option.
5. Click the red **Change** button on the top of the page.