

Frequently Asked Questions

This is a supplement instruction to the **Digital Portfolio User Guide** that contains the most frequently asked questions when creating the digital portfolio on WordPress website.

How do I...



Change the name in the dashboard?

- Hover on to **Portfolio** (Top Left Corner)
- Choose **Theme Options**
- Change to Your Name in the **Your Name** Section
- Click **Save Changes**

Change my profile picture?

- Hover on to **Portfolio** (Top Left Corner)
- Choose **Theme Options**
- Click  next to "Upload your personal photo here. It will be shown at the top of the sidebar"
- Choose the Photo You Want to Use as Your Profile Picture
- If None of the Picture Options is Desirable to be Used as Profile Picture:
 - Click **Upload Files**
 - Either **Drop an Image File** or **Select Files** and Choose an Image File
- After Choosing Your Desirable Image, Click **Set File**
- Click **Save Changes**

How do I...



Resize (change dimensions) of my profile picture?

- Go to **Dashboard**
- Choose **Media**
- Choose **Library**
- Click on the Photo You Used as Profile Picture
- Click **Edit Image**
- Click **Crop**
- Crop the Image to Square Size
- Click **Save**

Upload a paper?

- Under **Papers & Presentations**, Click **Edit with Visual Composer**
- Hover on **+** and Click **Add Element**
- Click **Text Block**
- Click **Add Media**
- In the Text Block, You Can Provide Your Text and/or Links That Link to External Sources (e.g. Files Grom GoogleDocs)
- Click **Save Changes**

Upload a photo?

- Under **Papers & Presentations**, Click **Edit with Visual Composer**
- Hover on **+** and Click **Add Element**
- Click **Single Image**
- Click **Image**
- Choose an Image from Your **Media Library** or **Upload New File** (See **How To Change My Profile Picture** above)
- Click **Save Changes**

Delete a section?

- Go to **Customize** (Top Left Corner)
- Go to **Menus**
- Click **Main Menu**
- Click the Section You Want to Remove
- Click **Remove**
- Click **Publish**

Post a draft?

- Make Sure to Click **Update** On The Top Right Corner After Any Changes are Made to Have the Site Published

How do I...



Change the banner?

- In Your Main Portfolio Page, Click **Edit with Visual Composer**
- The Banner is the First Section You See (A Picture on the Left, Your Name and Biography on the Right)
- Edit This Section by
 - **Adding a New Photo** (See Upload a Photo)
 - **Editing the Text** (See Upload a Paper)
- Click **Update** (Top Right Corner)

What do I do if...



I lost admin access and no longer able to make edits to my page?

- Your Browser May Have Logged You Out for Some Reasons
- To Log In Again, go to <https://ucisportfolios.pitt.edu/wp-login.php>

Every time someone clicks on my page, it says 404 error - page not found?

- Your Portfolio Needs to be Public in order for Others to View Your Page
- On Your **Home Page**, Click Edit Page
- On the Top Right Corner Box, Make Sure the **Visibility** is **Public**
- Click **Update** if You Made Any Changes

Have Fun Editing!