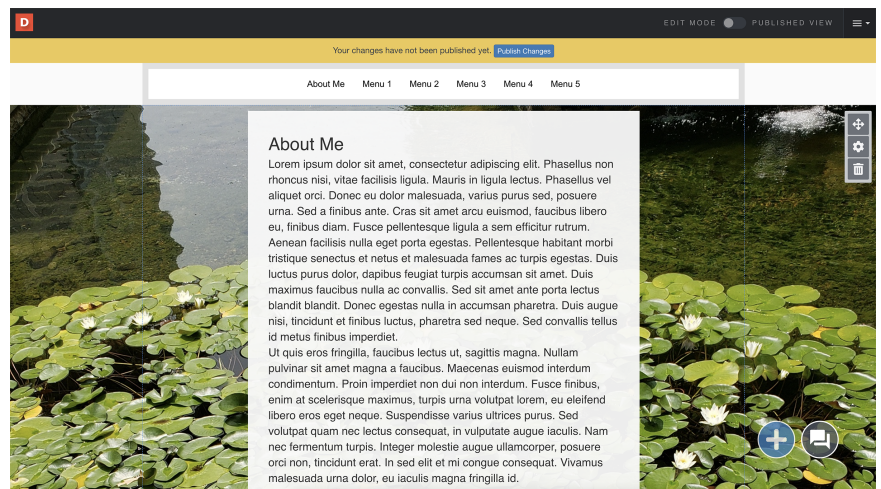


Step 1

First, create a single page with the font styles, background colors/images you like. You can then use the Customize Style (paint bucket icon) to replicate/copy the style choices on either existing or new sections in your Aportfolio

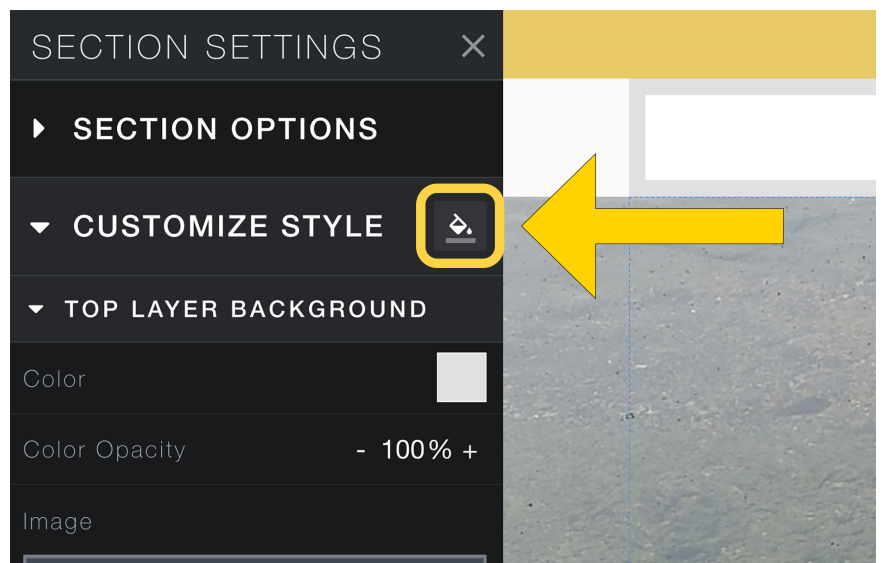


Step 2

In this example we are applying the Customize Style to the BACKGROUND of the slide.

MAKE SURE YOU ARE ON THE TEXT BOX OR SECTION THAT CONTAINS THE STYLES YOU WOULD LIKE TO REPLICATE BEFORE APPLYING STYLES

To apply your top and/or bottom layer background style to other sections of your Aportfolio, first click on the cogwheel in the slide area. Then click

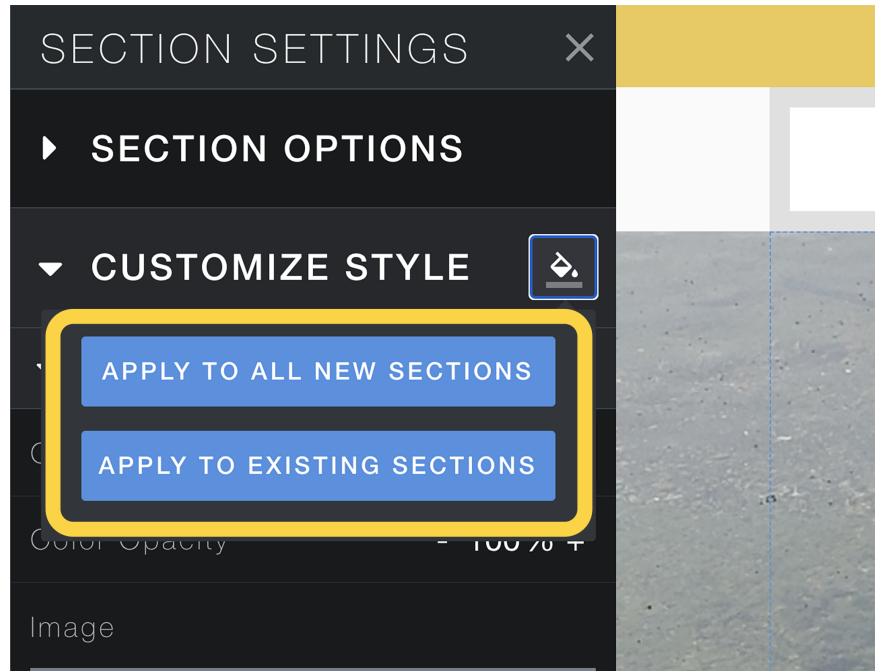


the paint bucket icon next to Customize Style.

Step 3

Here you can choose to apply to all **existing sections** OR apply to **new sections**

Depending on whether all your pages are currently created you may need to come back to this selection and reapply the style.

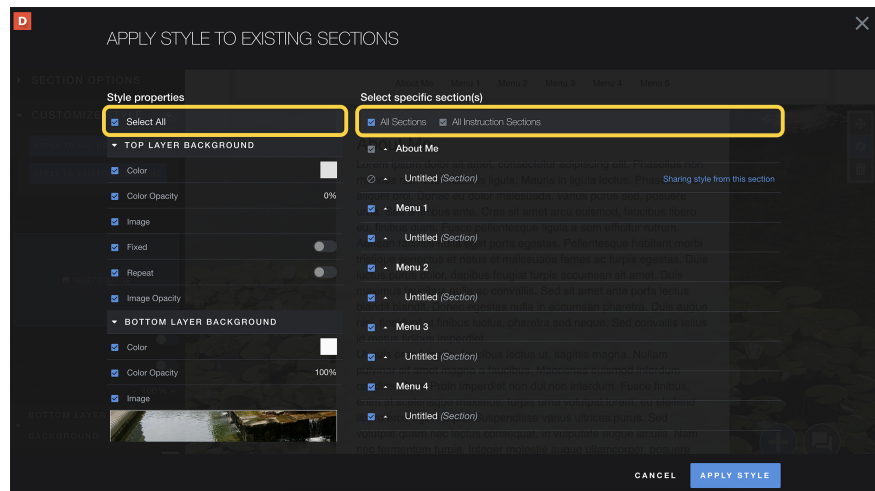


Step 4

Under Style Properties, check the changes that you want to be added to your other sections.

If you want all to be added, make sure to click "Select All" under Style Properties.

On the right of your screen, under "Select specific Section(s)", you will choose which

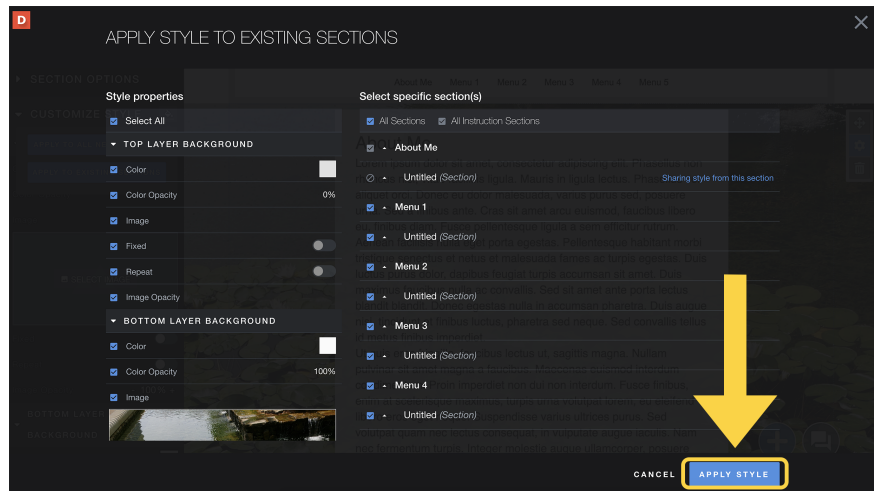


sections you would like to change.

If you want all to be changed, make sure to click "All Sections".

Step 5

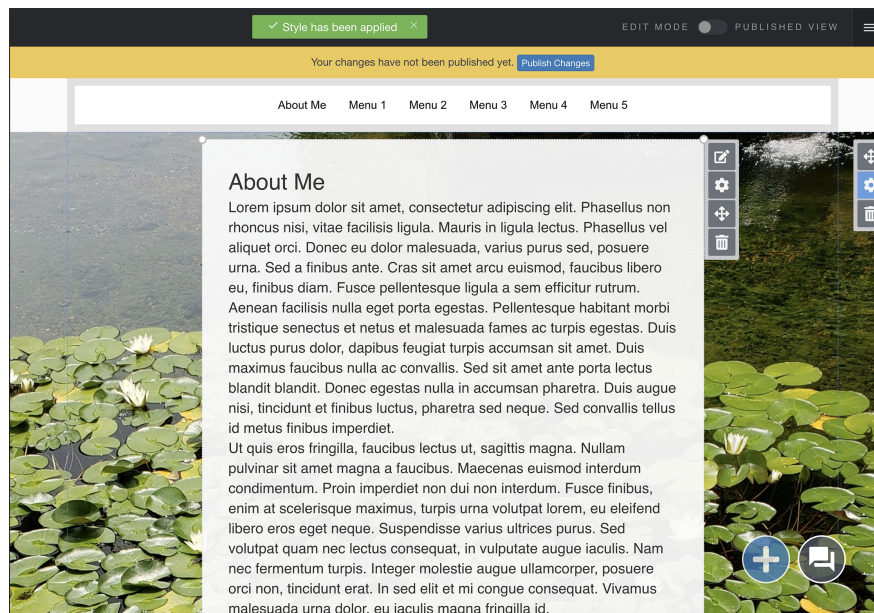
Once you have finished, click "Apply Style" at the bottom right.



Step 6

Your other top and bottom layers have now been updated with your new style! Click on the sections you applied them to check them out!

***This same process can be used for applying styles to Text Boxes by simply selecting the cogwheel next to the text box that contains the colors & fonts you



would like to replicate throughout your site.	
Step 7 To apply the same style to a Rich Text module (includes font type, size ,color etc) Repeat steps 3-6.	