

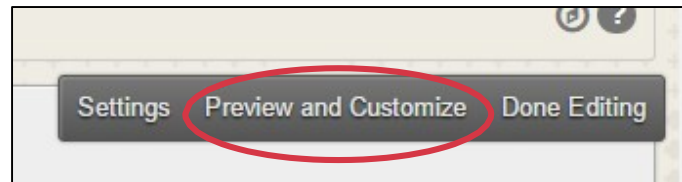
1. Create a portfolio
2. Add pages and artifacts
3. Design the appearance
4. Share the portfolio
5. Re-Sharing a portfolio

This document covers **Step 3**. To view additional steps visit [UHD's Student Training Web Site](#) .

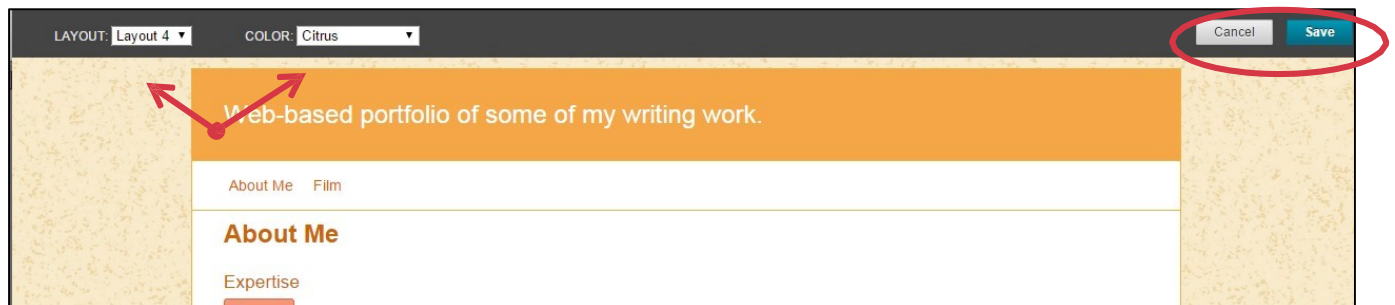
Design the Appearance of Your Portfolio

The **Preview and Customize** option allows you to see how the portfolio will look, and make layout and color palette decisions that affect the final design of the portfolio.

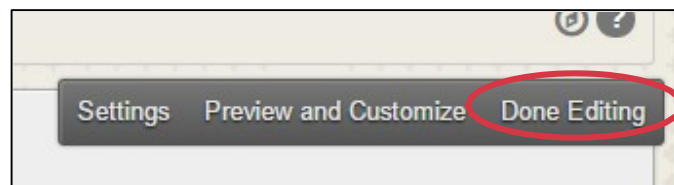
1. Click **Preview and Customize** to view your portfolio as others will see it.
2. Select **Customize Style** to choose a layout for your portfolio and a color scheme.



3. Click **Save** and then **Close** when you are done.



4. When you have completed the creating of your portfolio click **Done Editing**.



If you have any questions or comments regarding the steps outlined in this document, please contact UHD Blackboard Support by calling (713) 221-2786, or by [contacting the team](#).

