

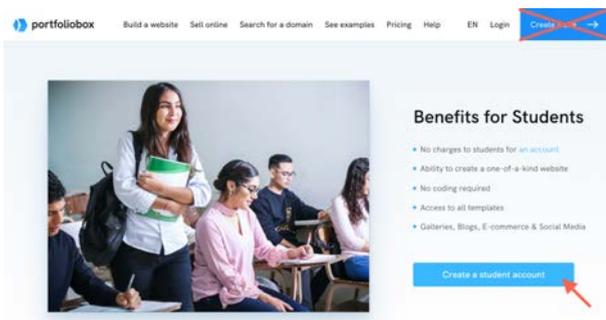
PORTFOLIOBOX 4 STUDENT ACCOUNT FAQ

Portfoliobox 4 is the latest version of Portfoliobox. It offers greater flexibility, better E-Commerce solutions and much more. Like Portfoliobox 3, we provide all high school and university students with free student accounts.



1. HOW CAN I CREATE A STUDENT ACCOUNT?

Creating a student account is easy. Go to your school page and click ***Create a student account*** in the middle of the school page, as shown in the screenshot below. Fill in the form, and you are good to go.



NB! If you create your site via the "Create a site" button at the top right corner, you will create a regular account, not a student one.

2. IS THERE A FEE?

There is no fee.

However, because of the increased number of fake student accounts, you must submit a credit card before publishing the website. A 100% discount is automatically applied to the account. The discount is valid for one year.

3. HOW LONG WILL MY STUDENT ACCOUNT BE VALID?

It lasts for one year.

After that, if eligible, you can keep your student account. Before each account renewal, you must prove your eligibility with a document issued by your school or university that contains your name, the school's name, and the current date. E.g. a school ID card, a registration certificate or a grade excerpt.

You will be charged the Pro account fee if you don't prove your eligibility.

4. WHAT SHOULD I DO BEFORE CREATING MY FIRST PAGE?

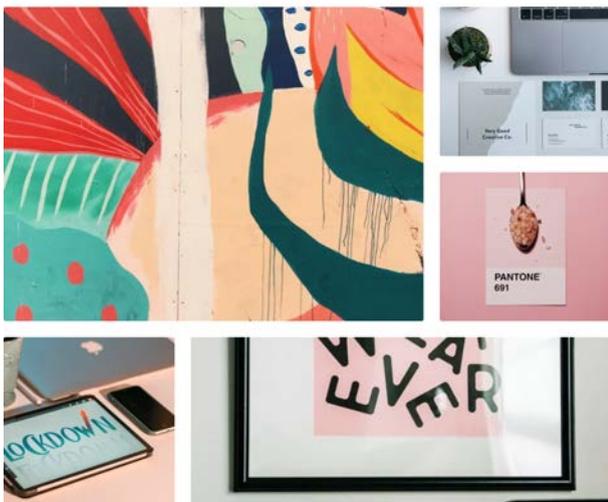
Before you start, it is a great idea to plan how your website looks and how your content will be organised. For images, we recommend creating folders on your computer for each gallery you want to showcase on your website.

5. HOW CAN I CREATE THE FIRST PAGE OF MY WEBSITE?

Go to **Manage Pages** → **Create New Page** and select the page type you would like to use. Then select a template and start adding your content.

6. HOW DO I CREATE A GALLERY IN PORTFOLIOBOX?

Go to **Manage Pages** → **Create New Page**, and select **Gallery**. Start uploading your images.



7. I HAVE A FEW GALLERIES THAT I WANT TO GROUP. HOW CAN I DO THAT?

You can add all your galleries to a **Link Page**. You need to have existing gallery pages before adding them to your **Link Page**. To create a **Link Page**, go to **Manage Pages** → **Create New Page** and select **Links**.

8. I WANT TO HAVE AN "ABOUT ME" PAGE. WHICH PAGE TYPE SHOULD I USE?

You can use any type of page for this purpose, but Text Page is the easiest to use. Go to **Manage Pages** → **Create New Page**, and select **Text**. You can then add content like text, images or contact forms.

9. HOW CAN I CHANGE MY START PAGE?

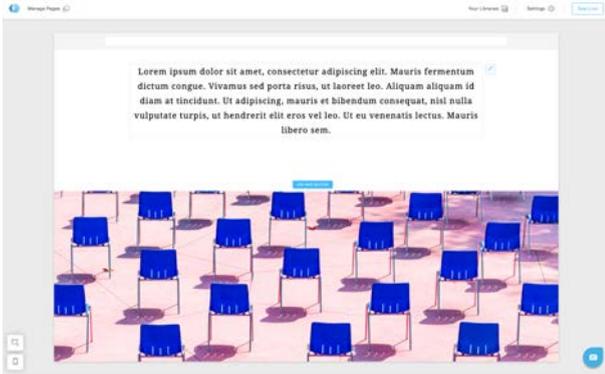
To change your start page, go to **Manage Pages** → **Change Start Page**, then select your new start page.

10. IS IT POSSIBLE TO CHANGE THE MENU DESIGN?

You can hover over your menu links, click the **Edit Menu** button and **Change Template**.

11. HOW CAN I ADD A NEW SECTION TO MY PAGE?

One of the fantastic features of Portfoliobox 4 is that you can add as many sections as you like to your page. There are many section types to choose from. To add a new section, hover over the bottom of the page, click on **Add New Section**, choose the type of content, and finally select a template.



12. HOW CAN I CHANGE THE SECTION TEMPLATE?

You can only change the template of the Gallery, Links, Teams, Services, Store and Logo sections. Right-click on the image, select **Template** and choose a new template.

13. HOW CAN I CHANGE THE COLOUR, SIZE AND STYLE OF MY TEXT?

You can easily change your text's colours, size and style in PortfolioBox 4! You can hover over the text and click the **Pencil icon** → **Colors & Fonts**.

You can also double-click the text, and the edit panel will appear. If you want to use default styles for your website, you can set the colours & fonts by clicking on **Styles** → **Global Styles**.

14. WHAT CAN I DO IF I WANT TO CHANGE THE THUMBNAIL SIZE AND MARGINS?

You can hover over your gallery section and click **Edit Images** → **Styles**. You can change the image size and adjust the image margins and other settings there.

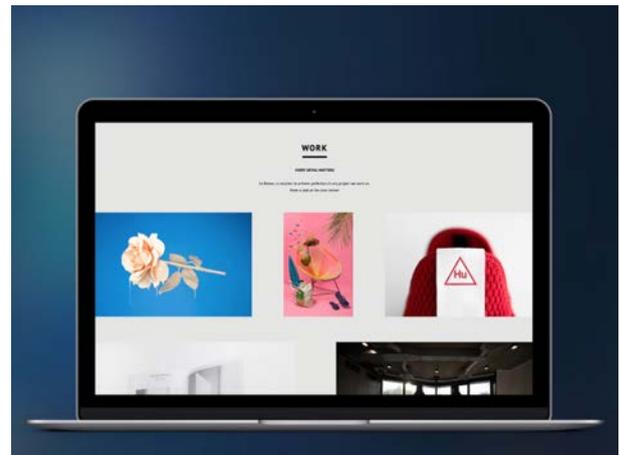
15. IS IT POSSIBLE TO ADD MY RESUME TO MY WEBSITE?

You can create an online resume using our CV page. Go to **Manage Pages** → **Create New Page**, and select **CV**.

16. NOW MY WEBSITE IS READY, HOW CAN I PUBLISH IT?

Go to **Publish** at the top of your admin panel to publish your website. Select **Get a New Domain**, then search for an available domain. On the results page, you can choose a **Free domain** - included in your student account.

If you want a Pro domain (yourname.com), upgrade your account to Pro or Pro Plus. Contact us to get a discount.



QUESTIONS?

You can reach our support team via live chat or email: support@portfoliobox.net.

You can also check out our PortfolioBox 4 knowledge base: portfoliobox.net/learn.

We hope you will enjoy using PortfolioBox!