

# How to Set Screen Width for your Portal

1. **log in** using the portal administrator username and password.
2. From the school/organisation homepage, hover your mouse over **View** and click on 'Folder Listing'.



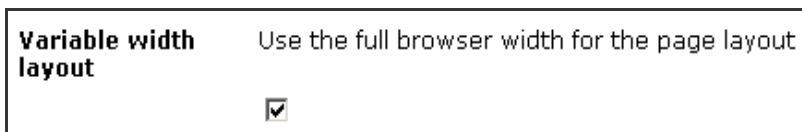
3. Click on the 'site configuration' folder to open it.



4. Tick 'looknfeel' and click on 'edit'.



5. At the bottom of the page, tick 'Variable Width Layout' to enable the portal to extend to the full browser width.



6. Click on 'Save & quit' at the top of the page.



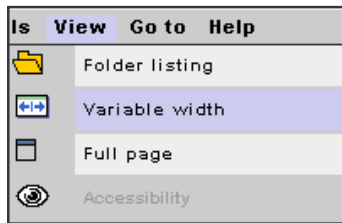
7. Click on your homepage icon [ 😊 or 👤 ] to return to your homepage.
8. The default screen width format will be set to 'Variable Width'.

**NB** you may want to adjust the banner size to accommodate the extended screen width. Please refer to the individual help page for further information.

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9. Individual users will be able to switch between 'variable' and 'fixed' width formats by hovering their mouse over **View** and clicking on 'Variable width' or 'Fixed width' depending on the default settings.



OR

