Step 1: If you are at the main iWebfolio dashboard, navigate to the Template tab. (If your template is open, skip to step 3)

Step 2: Locate the template you would like to add user options to and Click the Open link.

Step 3: Click the Presentation icon in the toolbar in the bottom left.

**Side Note** If one of the first four icons is currently active, Click the View Mode icon and then complete step 3.
Step 4: A sidebar should have appeared on the right. Your current presentation will be displayed. If you want to choose an institutional presentation or stock presentation, Click *Institution Presentations* or *Stock Presentations*, depending on which category you desire; locate the one you would like to use, and click the presentation in order to apply it to your template.

**Note** In this menu, you can click on the image of your current presentation in order to edit it.