

ePORTFOLIO

HOW TO ADD AN IMAGE TO A TEXT BOX

This tutorial will show you how to add an image to a text box.

You will need:

- An **image** saved to your computer

<http://www.help.pace.edu> PLV: 914 773 3338 NYC: 212 346 1583

1. After logging in to ePortfolio, click the "Content" tab.



2. Click "Files".



3. Check "Yes" to the copyright disclaimer and then "Choose Files" in order to upload the photo from your computer.



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Files

Upload your images, documents or other files for inclusion in pages. You can select multiple files to upload them at once. Drag and drop the icons to move files between folders.

Upload file ☒ Yes: The file I am attempting to upload is my own or I have express permission to reproduce and/or distribute this item. My use of this file does not breach any local copyright legislation. This file also adheres to the terms and conditions outlined on this site.

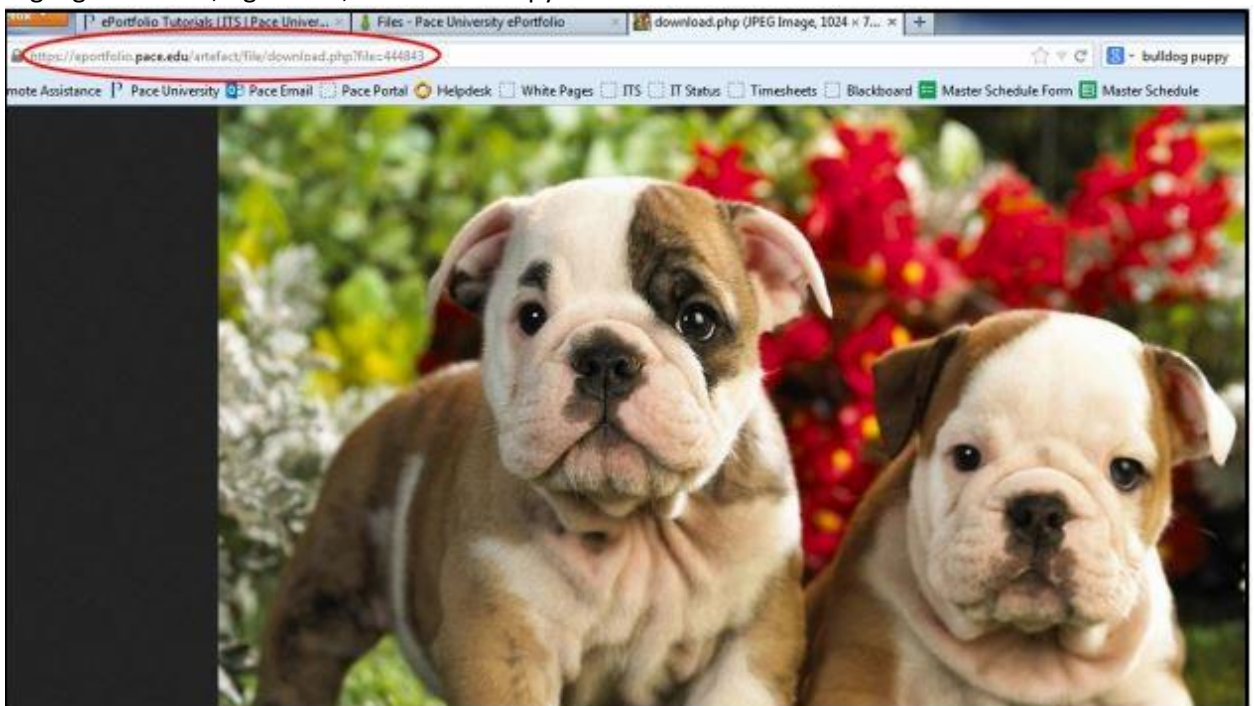
File No file chosen (Maximum upload size 18.9MB)

Drop files here to upload

4. Once the photo has uploaded, find it in your files section and click on the name of the image.

	bball-0420b69f61ae5629dbbed5e2c326d392c3d9df80-s6-c30.jpg	18.9K	11/12/2013		
	bulldog_puppies.jpg	156.2K	12/09/2014		
	Capture.JPG	62.5K	22/03/2012		
	Capture.PNG	9.5K	10/12/2013		

5. The image will pop up in another window in your browser and will have a URL associated with it. Highlight the URL, right-click, and select "Copy".





- Click the "My ePortfolio" tab.

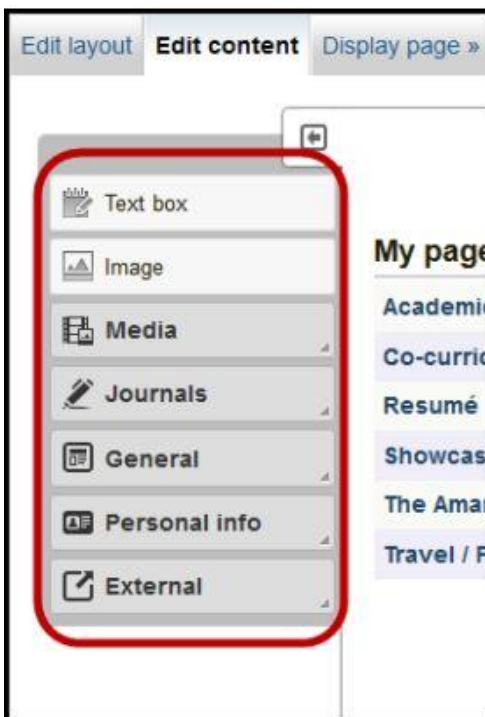


- Under "Pages" click the grey pencil icon next to the page where you wish to display the image.

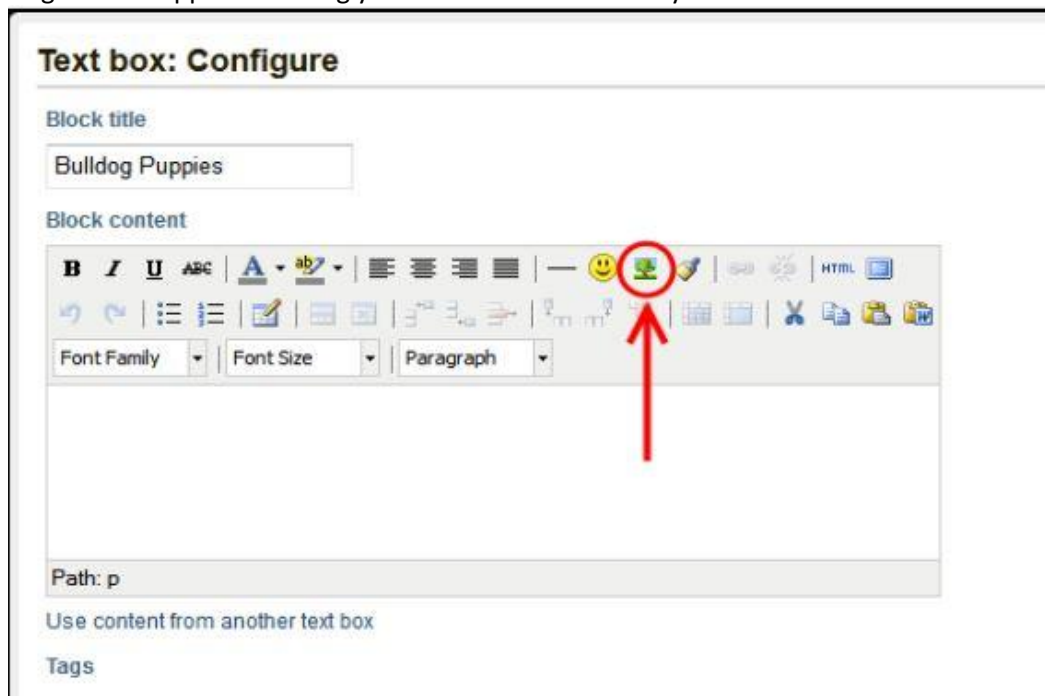


- Select "Text Box" from the content blocks, then drag and drop the text box icon onto your page.

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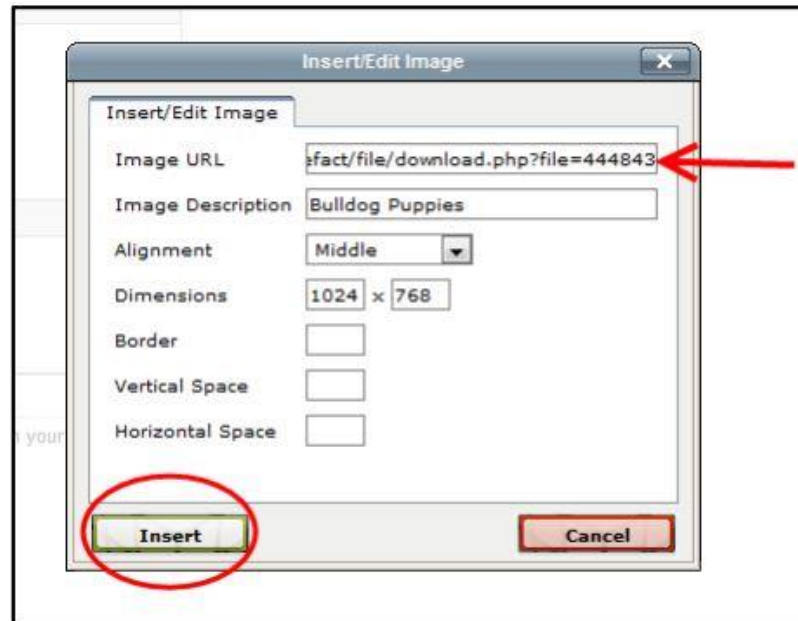


9. A dialog box will appear allowing you to edit the content of your text box. Click the tree icon.

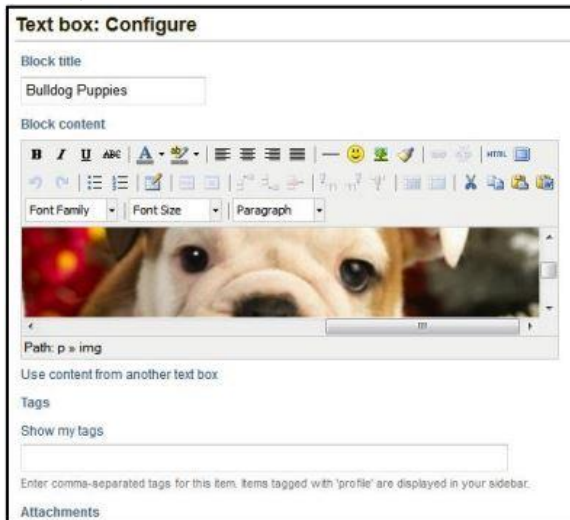


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10. Paste the URL from your photo by right clicking and selecting "Paste". You are given the option to give the image a description and choose a specific alignment. Once done click "Insert".



11. Your image will appear in the text box where you can drag the corners to size and align it. When finished, click "Save".





My Notes: