

TUTORIAL

UPLOADING AN IMAGE

This tutorial will show you how to upload an image to a page on your ePortfolio.

What you will need:

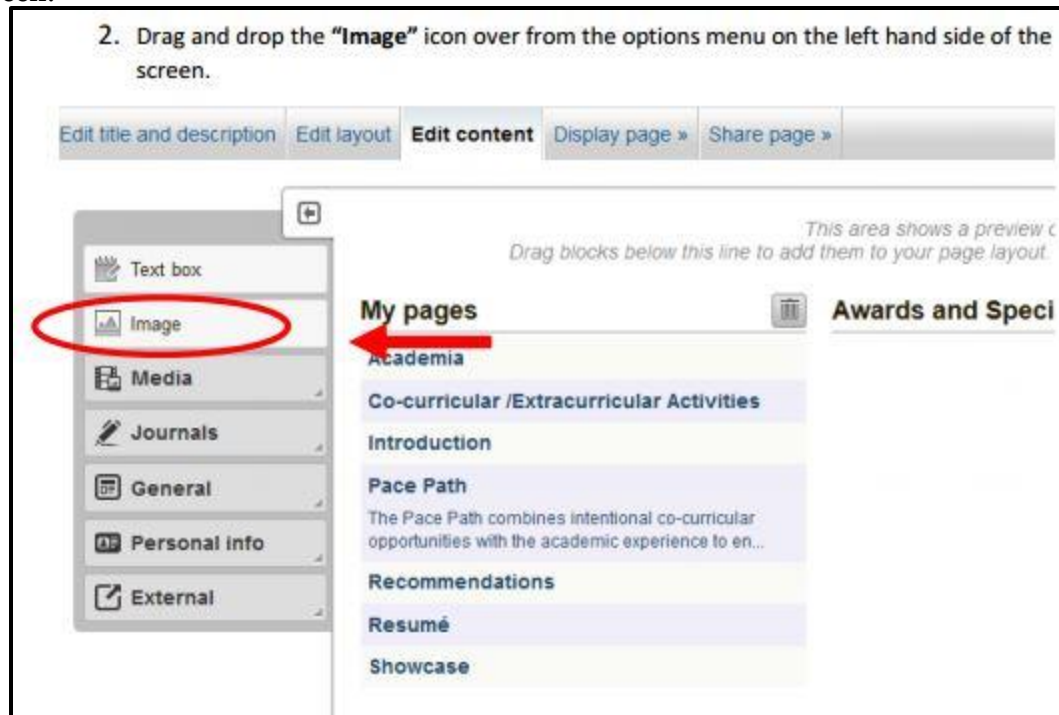
- An image saved to your computer

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

1. Select **Edit** in the upper right hand corner of the page you wish to display your picture on.



2. Drag and drop the **Image** icon over from the options menu on the left hand side of the screen.



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- Once you place the image on the page, a new menu will appear. **Check off** the box next to **Upload File** and hit **Browse**.

The screenshot shows the 'Image: Configure' form. The 'Block title' is 'Image'. The 'Image' section shows 'No files found'. Below this are tabs for 'My files', 'Group files', 'Institution files', and 'Site files'. The 'My files' tab is active. In the 'Upload file' section, there is a checkbox labeled 'Yes: The file I am attempting to upload is my own or I have express permission to reupload; also adheres to the terms and conditions outlined on this site.' Below this is a 'File' section with a 'Browse...' button circled in red. To the right of the button is the text 'No files selected.' and '(Maximum upload size 50MB)'. At the bottom, there is a 'Home' section with a list of folders: 'images' and 'test folder'.

- Once the upload is complete, a green success message will appear.

The screenshot shows the 'My files' section. The 'Upload file' section now has the checkbox checked. Below it, a green success message is displayed: 'viewer.png uploaded as "viewer.png.1"'. A red arrow points to this message. The 'File' section still shows the 'Browse...' button and 'No files selected.' with '(Maximum upload size 50MB)'.

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5. You can **name the image** under Block Title.

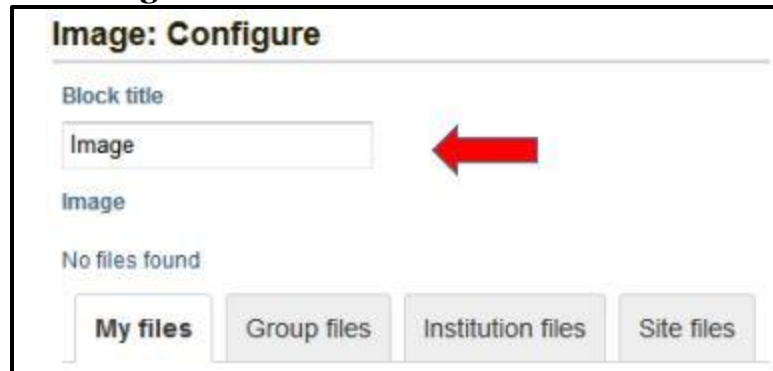


Image: Configure

Block title

Image

Image

No files found

My files Group files Institution files Site files

6. Then **scroll down**, and hit **Save**.



Automatically retract

☐

Select to automatically retract this block.

Save Remove

My Notes: