TUTORIAL

ADDING AN IMAGE IN A TEXTBOX

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

1. Click the “My ePortfolio” tab.

2. Under Pages click the Pencil icon next to the page where you wish to display the image.
3. Select **Text Box** from the content blocks, **then drag and drop** the text box icon onto your page.
4. A dialog box will appear allowing you to edit the content of your text box. Click the **insert/edit image** icon.
5. Paste the URL of an external image, or use the image browser to select or upload your own image.
6. Click Submit.

7. Click Save.