ACADEMIC TECHNOLOGIES (ITS)
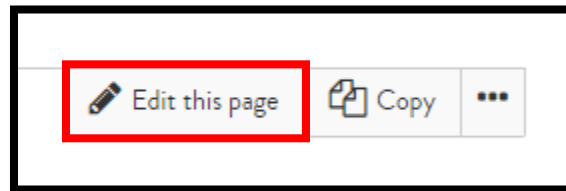
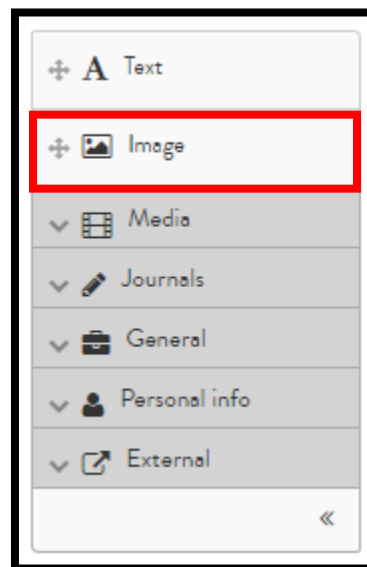PACE UNIVERSITY
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TUTORIAL

UPLOADING AN IMAGE

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

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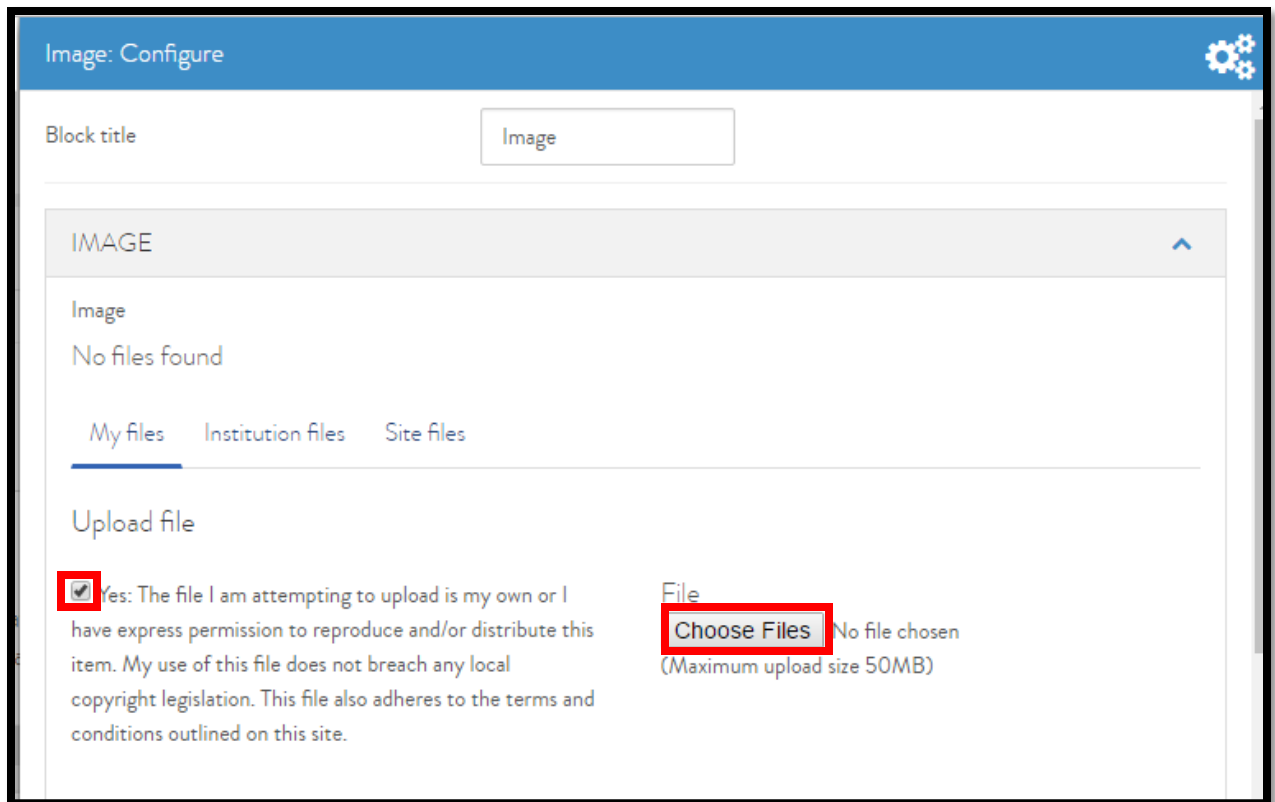

2. Drag and drop the **Image** icon over from the options menu on the left hand side of the screen.
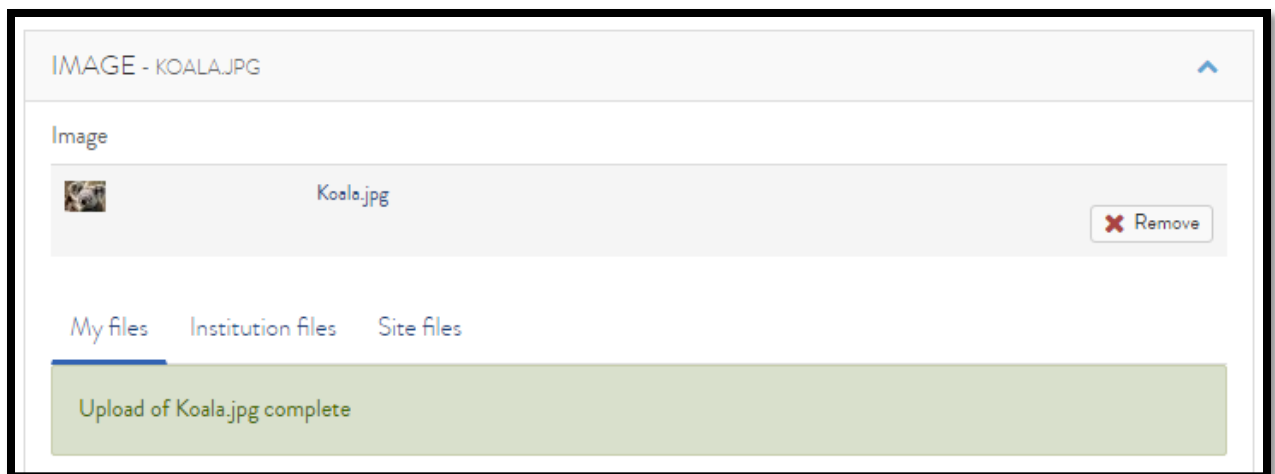

3. Once you place the image icon on the page, a new menu will appear. **Check off** the box next to **Upload File** and hit **Choose Files**.

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

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5. You can **name the image** under Block Title.
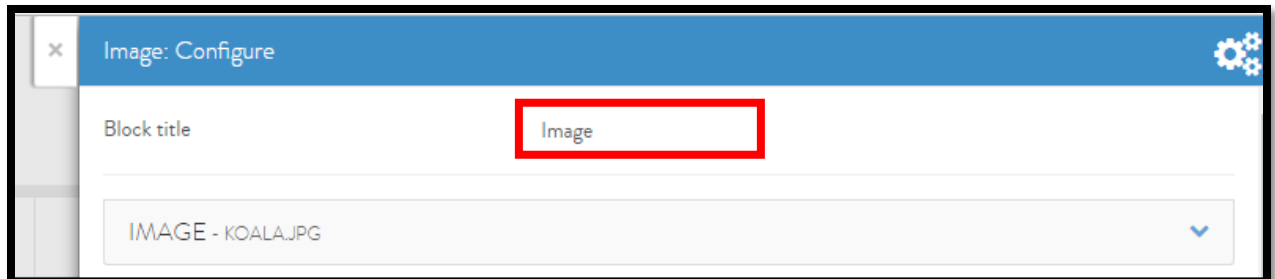
6. Then **scroll down**, and hit **Save**.

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