

TUTORIAL

ADDING AN IMAGE INSIDE 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. Click the **My ePortfolio** tab.

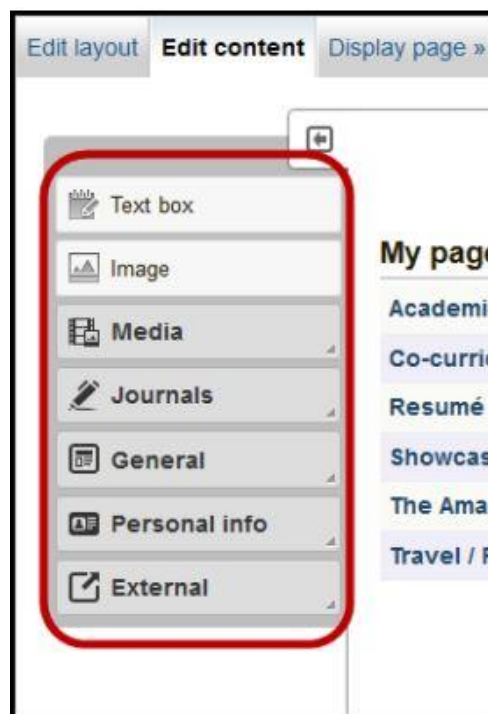


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- Under **Pages** click the grey pencil icon next to the page where you wish to display the image.

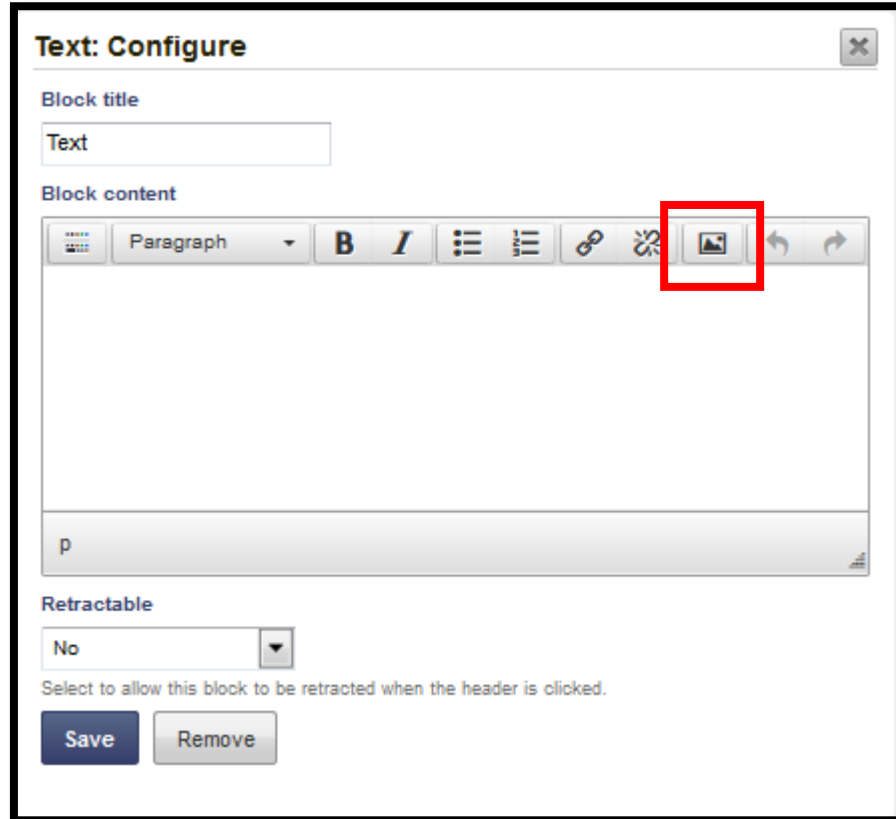


- Select **Text Box** from the content blocks, then drag and drop the text box icon onto your page.



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4. A dialog box will appear allowing you to edit the content of your text box. Click **the insert/edit image** icon.



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5. Paste the URL of an external image, **or** use the image browser to select **or** upload your own image.

Insert or select an image

Paste the URL of an external image, or use the image browser below to select or upload your own image.

Image URL

No files found

My files Group files Institution files Site files

You can select multiple files to upload them at once.

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 files selected. (Maximum upload size 50MB)

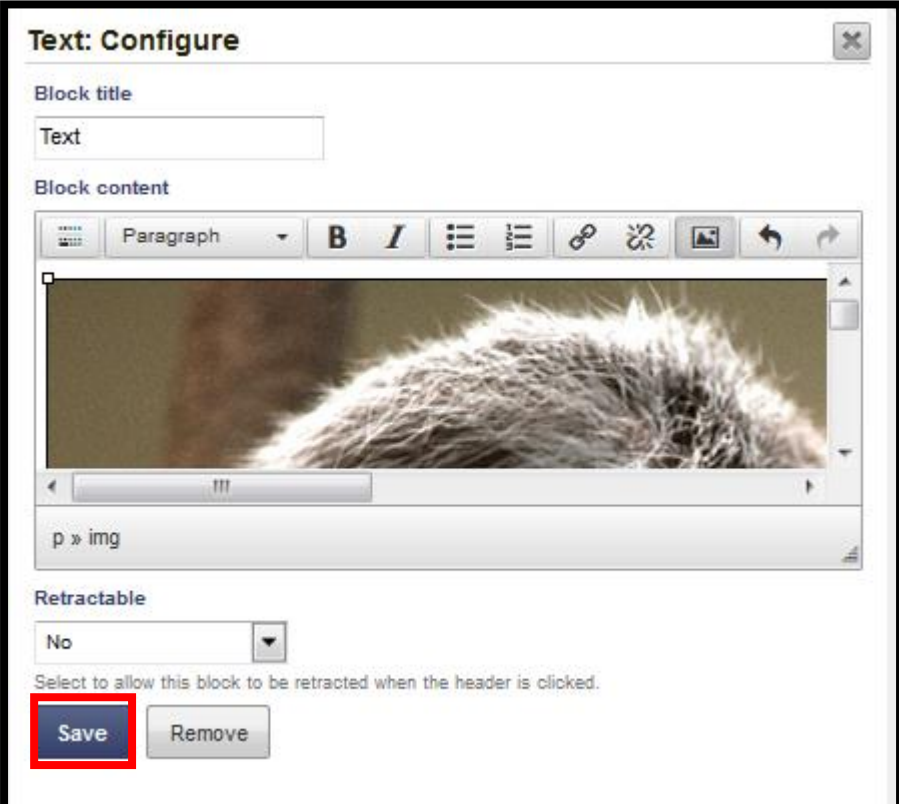
Home

Name	Description	Tags
Folder		
test		
viewfiles	Files from copied pages	
Capture.JPG		Select
Capture.PNG		Select

6. Click

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7. Click **Save**



Text: Configure

Block title

Text

Block content

Paragraph **B** *I* [List Icons] [Link Icon] [Image Icon] [Undo/Redo Icons]

p » img

Retractable

No

Select to allow this block to be retracted when the header is clicked.

Save Remove

My Notes: