

TUTORIAL

UPLOADING AN IMAGE

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

What you will need:

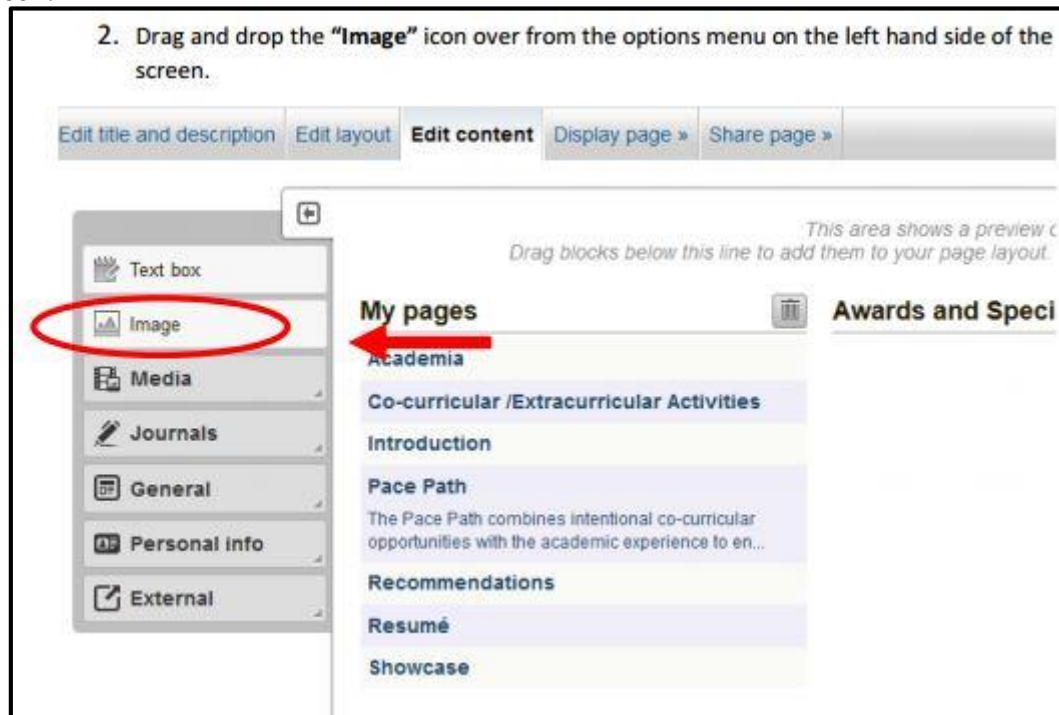
- An image saved to your computer

<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**.

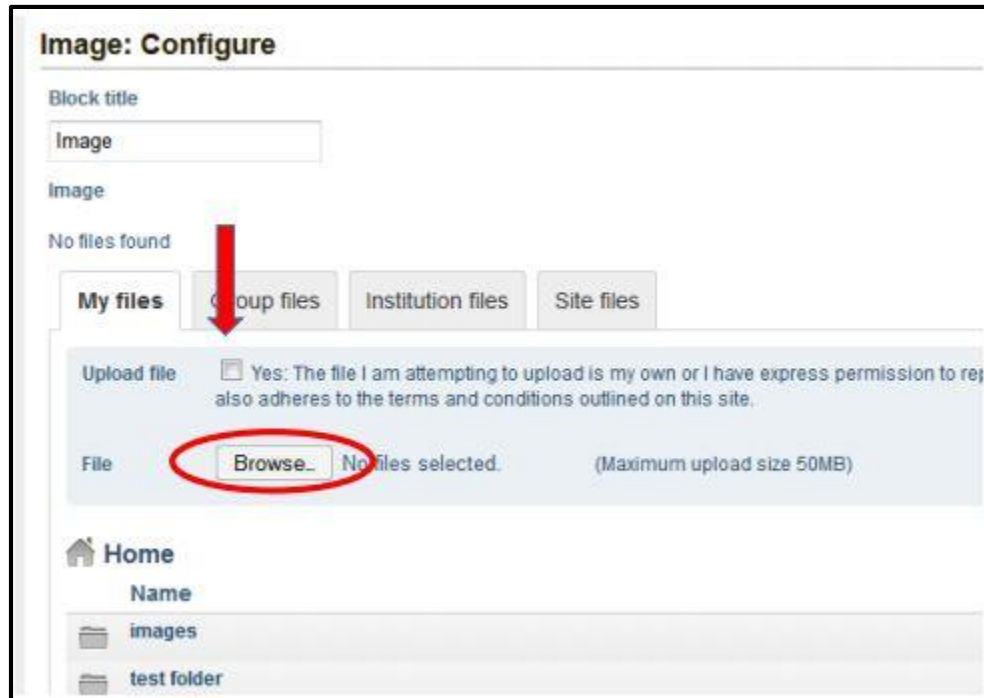


Image: Configure

Block title
Image

No files found

My files Group files Institution files Site files

Upload file Yes: The file I am attempting to upload is my own or I have express permission to re; also adheres to the terms and conditions outlined on this site.

File **Browse...** No files selected. (Maximum upload size 50MB)

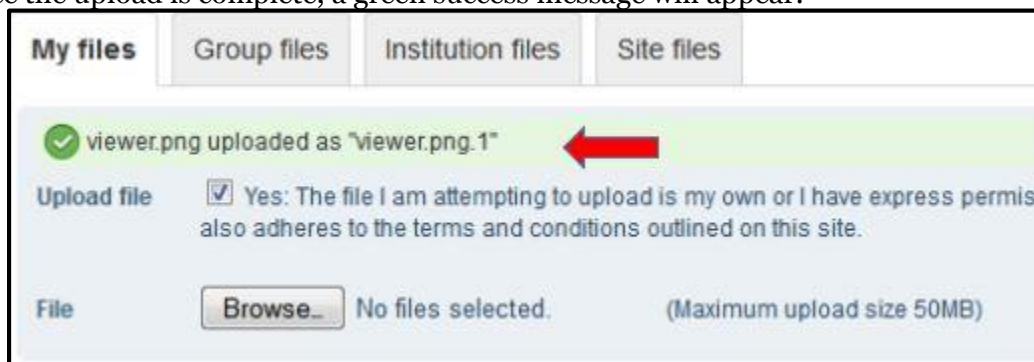
Home

Name

images

test folder

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



My files Group files Institution files Site files

✓ viewer.png uploaded as "viewer.png.1"

Upload file Yes: The file I am attempting to upload is my own or I have express permis also adheres to the terms and conditions outlined on this site.

File **Browse...** No files selected. (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

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



Automatically retract

Select to automatically retract this block.

Save Remove

My Notes: