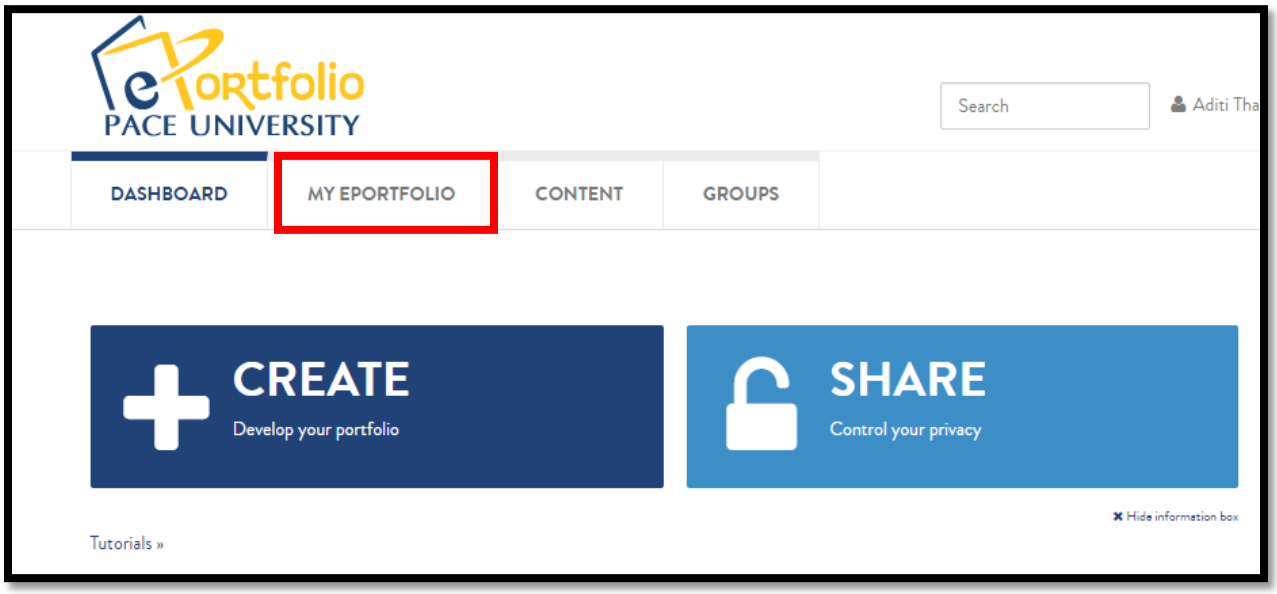
TUTORIAL

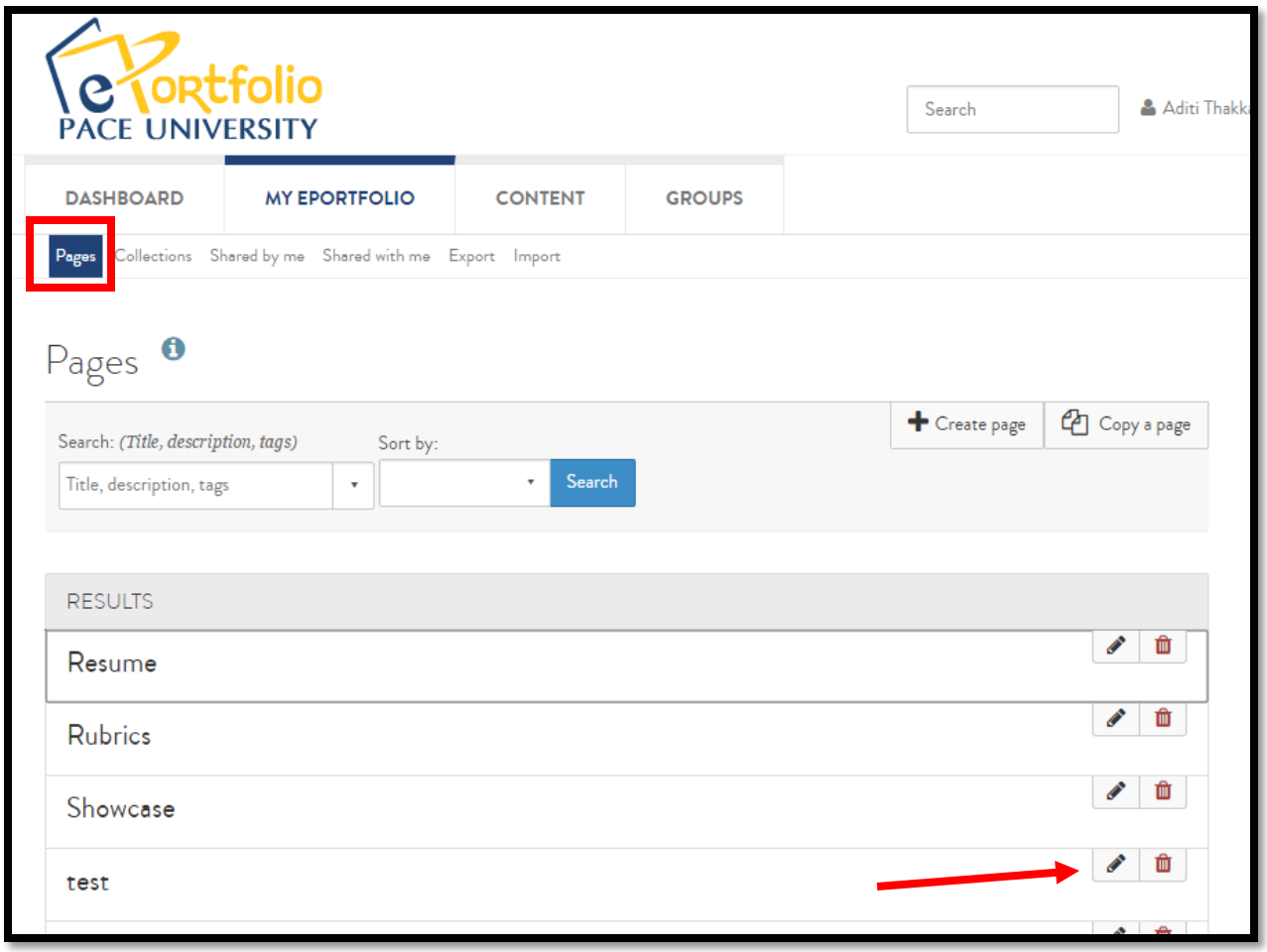
ADDING AN IMAGE IN A TEXTBOX

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

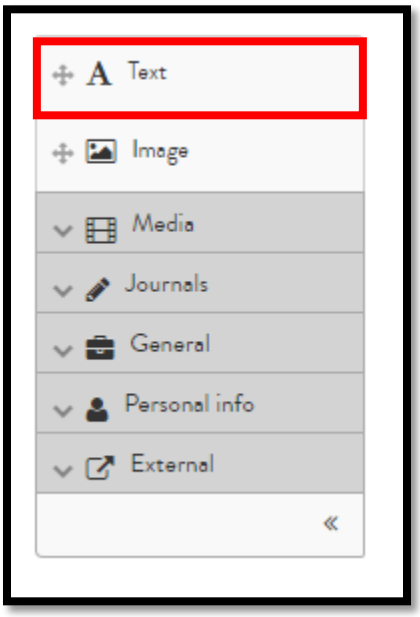
1. Click the **"My ePortfolio"** tab**.**



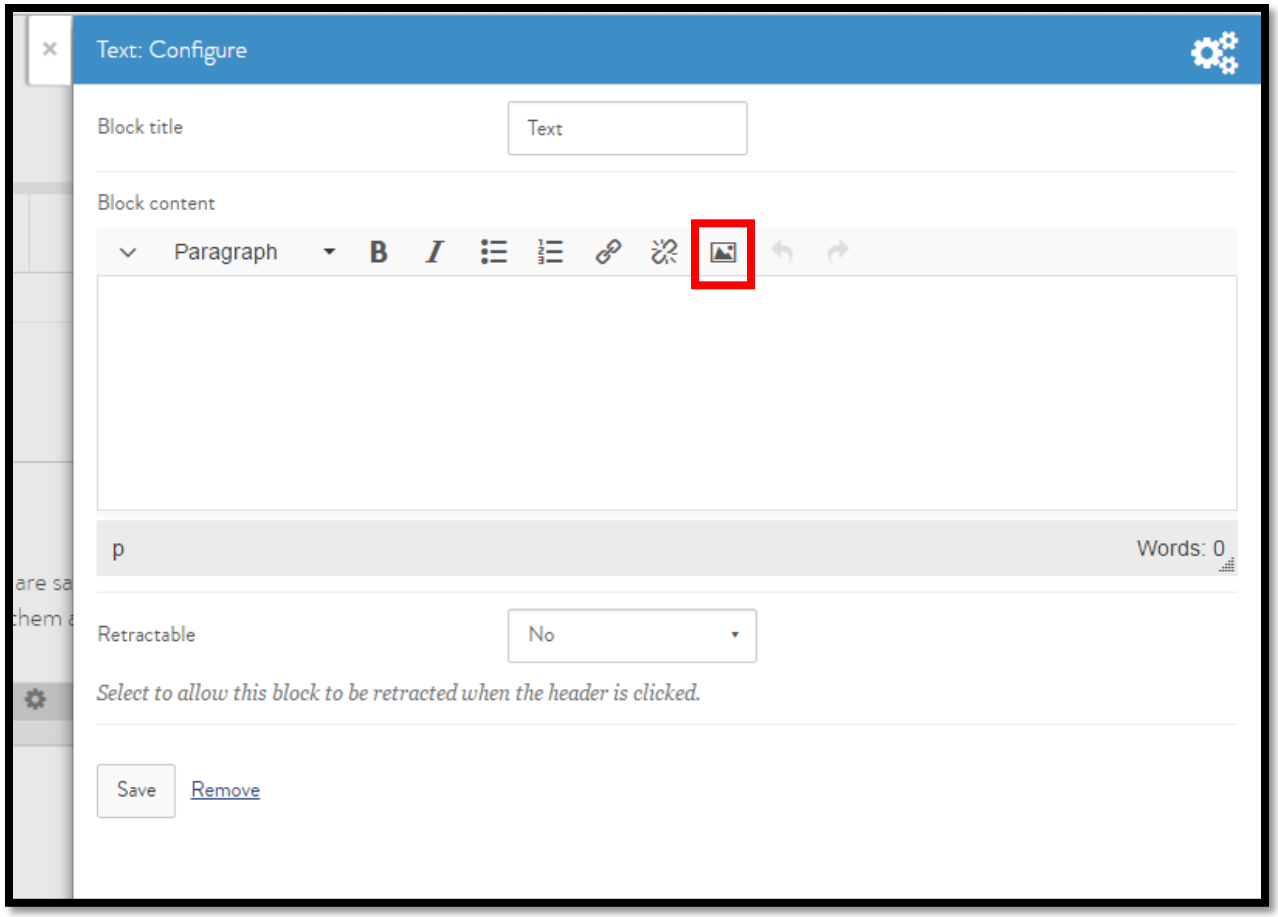
2. Under **Pages** click the Pencil icon next to the page where you wish to display the image.



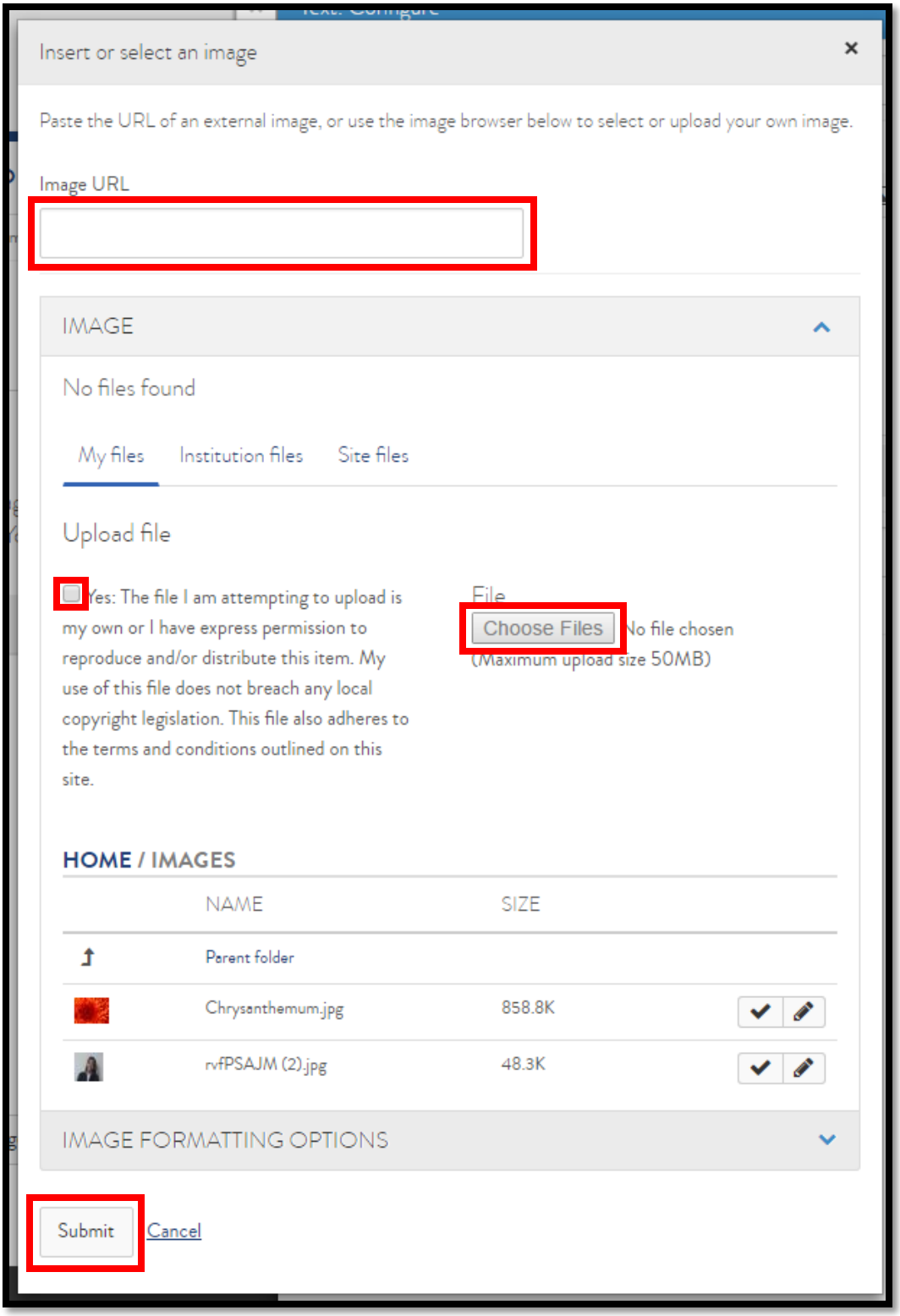
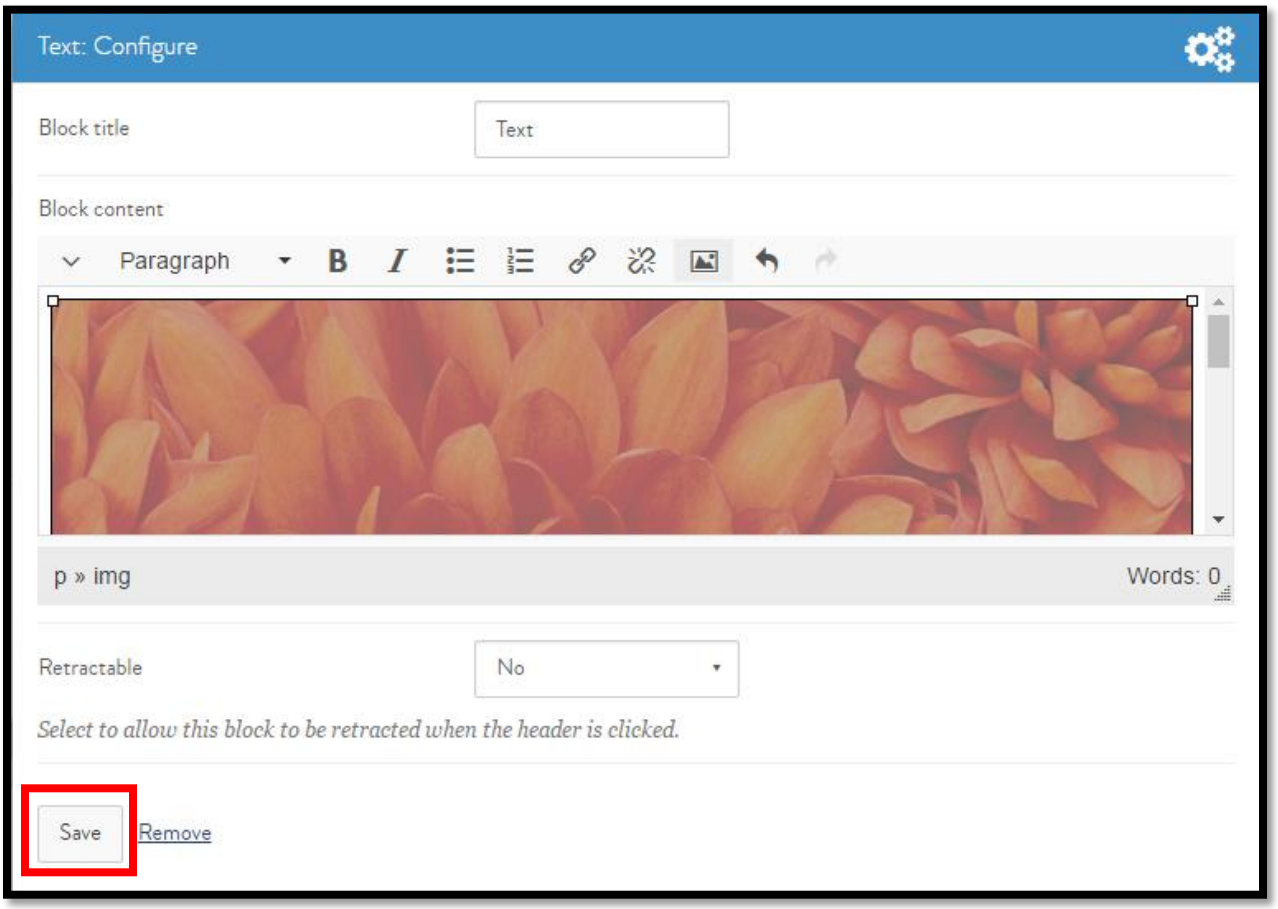
3. Select **Text Box** from the content blocks, **then drag and drop** the text box icon onto your page.



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.


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
IMAGE
No files found
My files
Institution files
Site files
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
Choose Files
No file chosen
(Maximum upload size 50MB)
HOME / IMAGES
NAME
SIZE
Parent folder
Chrysanthemum.jpg
858.8K
rvfPSAJM (2).jpg
48.3K
IMAGE FORMATTING OPTIONS
Submit
Cancel

6. Click Submit.
7. Click Save.