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.

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

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3. 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.

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- 6. Click Submit.
- 7. Click Save.

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