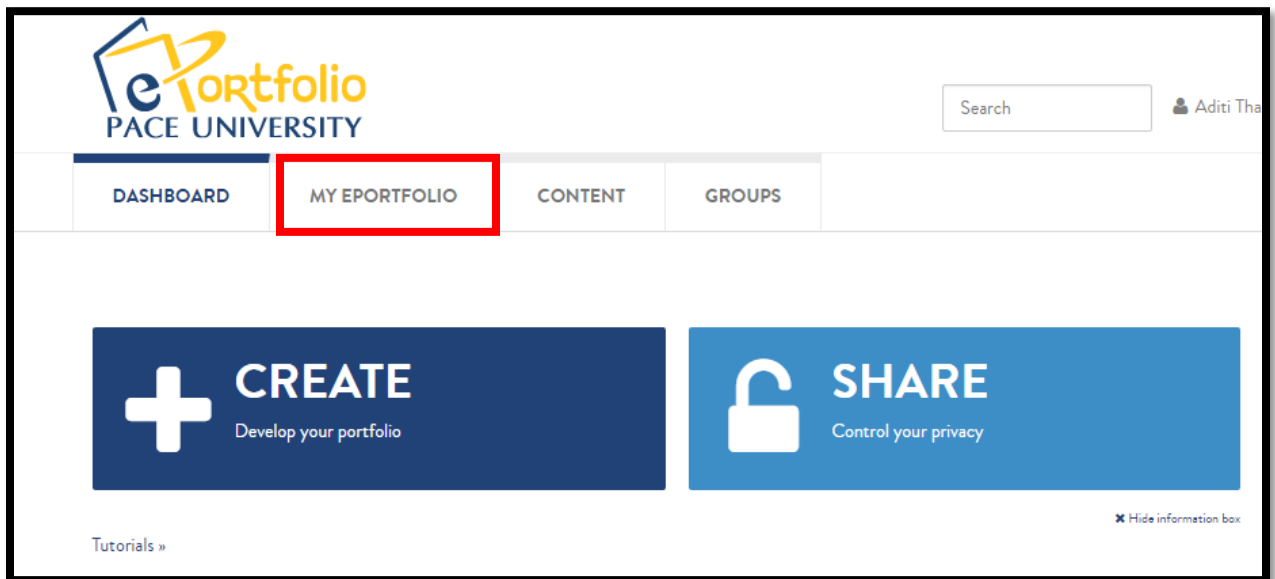


TUTORIAL

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.



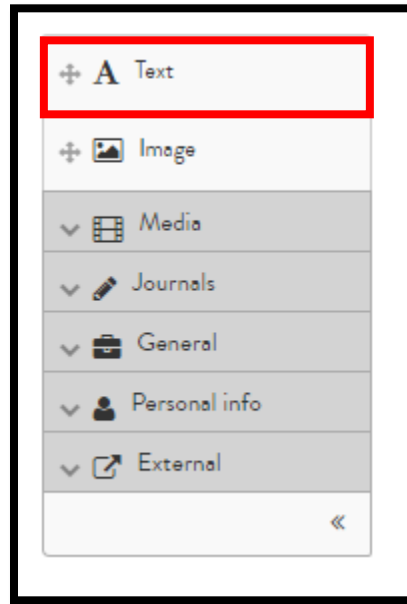
2. Under **Pages** click the Pencil icon next to the page where you wish to display the image.

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The screenshot displays the PACE University ePortfolio interface. At the top left is the 'ePortfolio PACE UNIVERSITY' logo. A search bar and the user name 'Aditi Thakkar' are in the top right. Below the logo is a navigation menu with 'DASHBOARD', 'MY EPORTFOLIO', 'CONTENT', and 'GROUPS'. Under 'MY EPORTFOLIO', the 'Pages' link is highlighted with a red box. Below this are links for 'Collections', 'Shared by me', 'Shared with me', 'Export', and 'Import'. The main content area is titled 'Pages' with an information icon. It includes a search bar with the placeholder '(Title, description, tags)', a 'Sort by:' dropdown, and a 'Search' button. To the right are '+ Create page' and 'Copy a page' buttons. Below is a 'RESULTS' section with a table listing pages: 'Resume', 'Rubrics', 'Showcase', and 'test'. Each row has edit and delete icons. A red arrow points to the edit icon for the 'test' page.

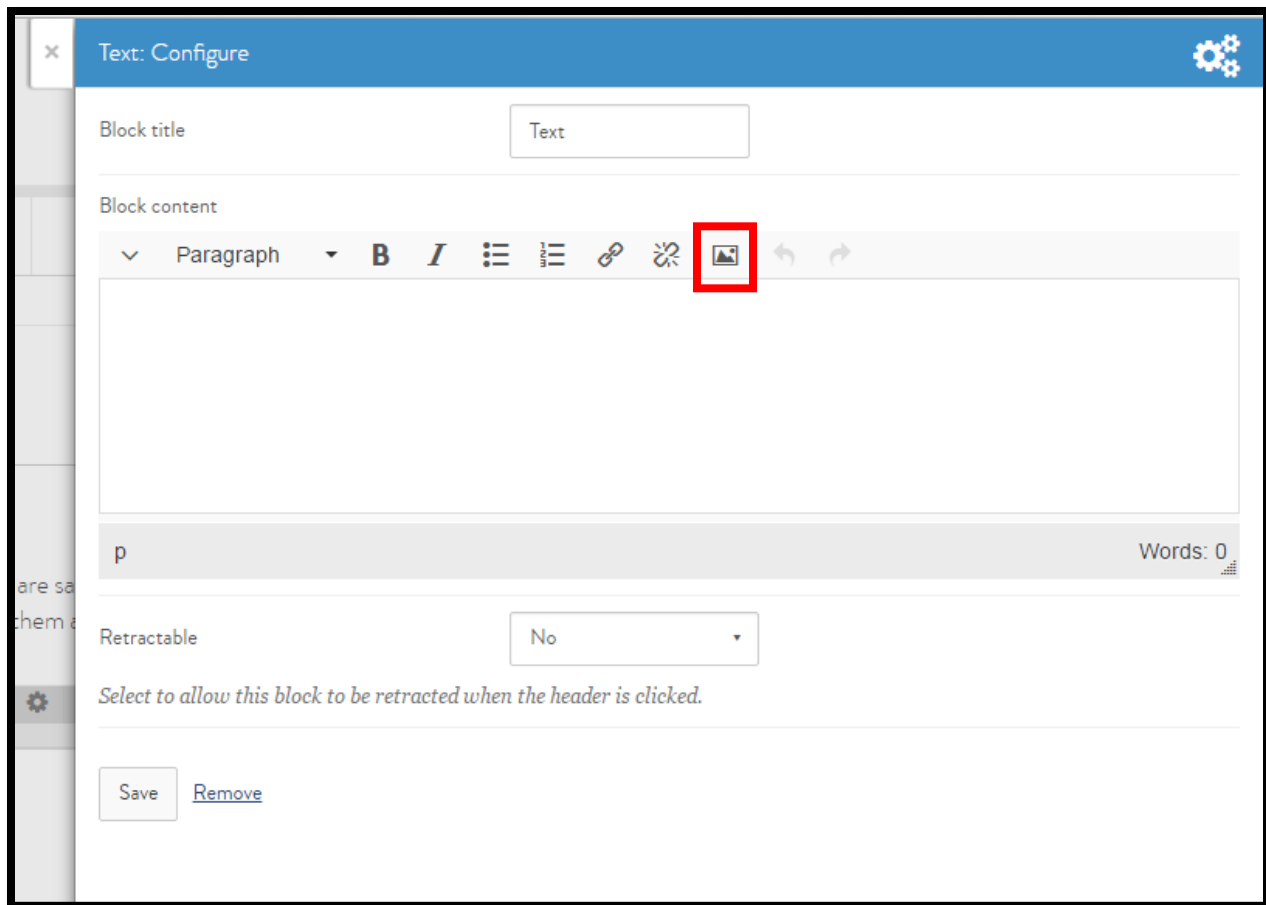
3. Select **Text Box** from the content blocks, **then drag and drop** the text box icon onto your page.

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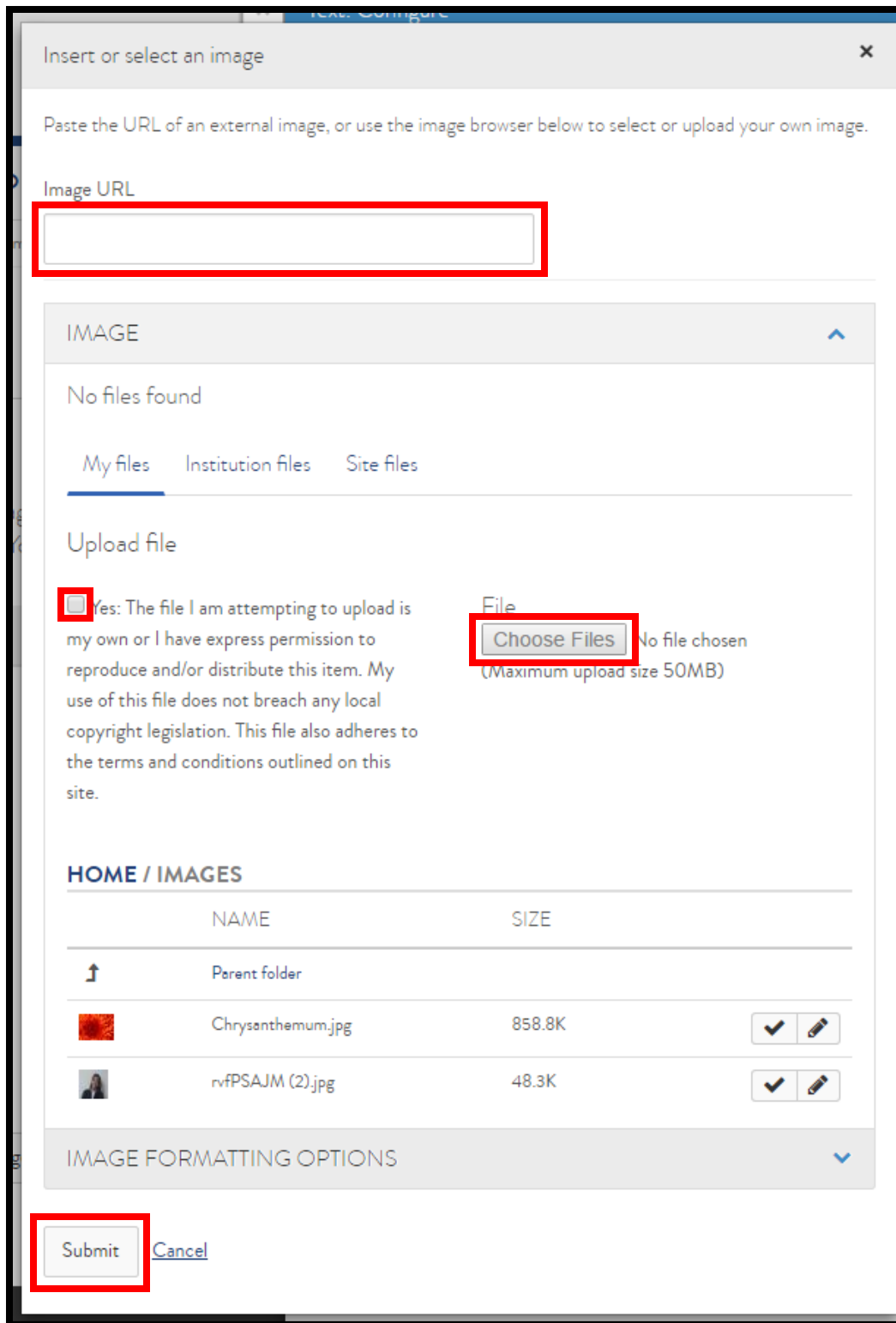
4. A dialog box will appear allowing you to edit the content of your text box. Click the **insert/edit image** icon.

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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.

Text: Configure

Block title

Block content

Paragraph **B** *I*

-

-

Link Unlink Undo Redo

p » img Words: 0

Retractable

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

Save Remove