# ACADEMIC TECHNOLOGIES (ITS)

# TUTORIAL

#### UPLOADING AN IMAGE

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

1. Select **Edit this page** 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.



3. Once you place the image icon on the page, a new menu will appear. **Check off** the box next to **Upload File** and hit **Choose Files**.

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Image: Configure		Q <sup>o</sup>
Block title	Image	
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Image No files found My files Institution files Site files	;	
Upload file Yes: The file I am attempting to upload is m have express permission to reproduce and/or item. My use of this file does not breach any I copyright legislation. This file also adheres to a conditions outlined on this site.	my own or I File r distribute this Choose Files No file chosen r local (Maximum upload size 50MB) o the terms and	

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

IMAGE - K	OALAJPG	^
Image		
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Upload of	f Koala.jpg complete	

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5. You can name the image under Block Title.

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	IMAGE - KOALAJPG			~

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

Image: Configure		00		
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IMAGE - KOALAJPG	~	•		
Show description	No			
Width				
Specify the width for your image (in pixels). The image will be scaled to this width. Leave it blank to use the original size of the image. If the original size is too big, it will be scaled to the width of the block.				
Retractable	No •			
Select to allow this block to be retracted when the header is clicked.				
Save <u>Remove</u>				