

## How do I insert an image into a portfolio?

### *To insert an image into your portfolio*

- 1) Click on the 'Portfolios' tab. Click on the 'Edit' link next to the portfolio that you would like to work with
- 2) Once you are in the Edit Portfolio mode, you will see the five tabs, 'General', 'Contents', 'Presentation', 'Feedback' and 'Permissions'.
- 3) Click on the 'Contents' tab.
- 4) This will allow you to see the categories that you have added to your portfolio. Now is when you will need to make a choice as to where you would like to insert the image.
- 5) Once you decide which category that you'd like to add it to, click on that category from the list on the left hand side and then it will show up on the right hand side (we're still within the Contents tab).
- 6) Click on the 'Edit' link in the upper right hand corner of the Contents tab underneath the Permissions Tab.
- 7) This will bring up the work space for inserting an image.
- 8) You can now either copy and paste the image you want there or you can insert it from your storage space.
- 9) If you want to create a table and insert the image into the table in one of the cells, first click on the item in the toolbar that looks like a little grid. (NOTE: inserting an image into a table helps to keep the spacing more organized.)
- 10) Create the table in the size that you want. (Choose the number of rows and columns and whether you want a border to show or not, etc.)
- 11) Once you've created the table, then go ahead and insert the cursor into one of the cells within the table.
- 12) Then, click on the "Insert/Edit Image" icon (it looks like a little mountain with a sun on it).
- 13) This will bring up an 'Image Properties' window and there will be a button that says 'Browse Server', click on that.
- 14) When you click on this, it will bring up your storage space in your iWebfolio account. If you have already saved an image as a file in the Files part of your storage space, find the file and then click on the 'Select' link next to it on the right hand side.
- 15) If you need to save the file into your storage space first, click on the link at the top of the window that says 'Add New File'.
- 16) This will then allow you to browse your computer to find the image. Click on the 'Browse' button.)
- 17) Once you find the image, double click on it and it will populate the File Path.
- 18) Then click on the button, 'Save File(s)'.
- 19) Once the file is saved into your storage space, then you can now click on 'Select' next to it. This will then insert the image.
- 20) If you want to adjust the image height or width, simply click on either field in the Image Properties box and change it to the appropriate size. (If you change the height, the width will automatically change and vice versa.) Then click on the 'Ok' button to insert the image into your portfolio.