



Add Media Module – Add Image

Introduction

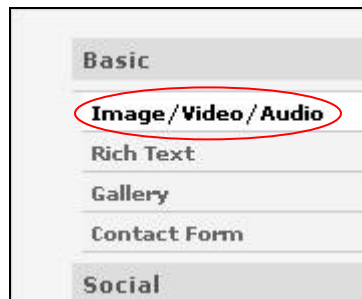
Media modules allow you add images, videos, sound and animations to your portfolio pages. In this example, we will add the Image/Video/Audio module and insert an image into a sample portfolio. We will begin by adding a module to an existing page we have already created.

Add Media Picture

Step 1: To begin, click **Add A Module**



Step 2: Click the **Image/Video/Audio** tab to add the "media" module to your e-Portfolio



Step 3: Click **Add This Module** to confirm.



Note: The success screen will appear.



Step 4: Click **I'm Done** to view your new module.



Step 5: Click the **Edit** tab to add media.



Step 6: Click **Replace This Media**



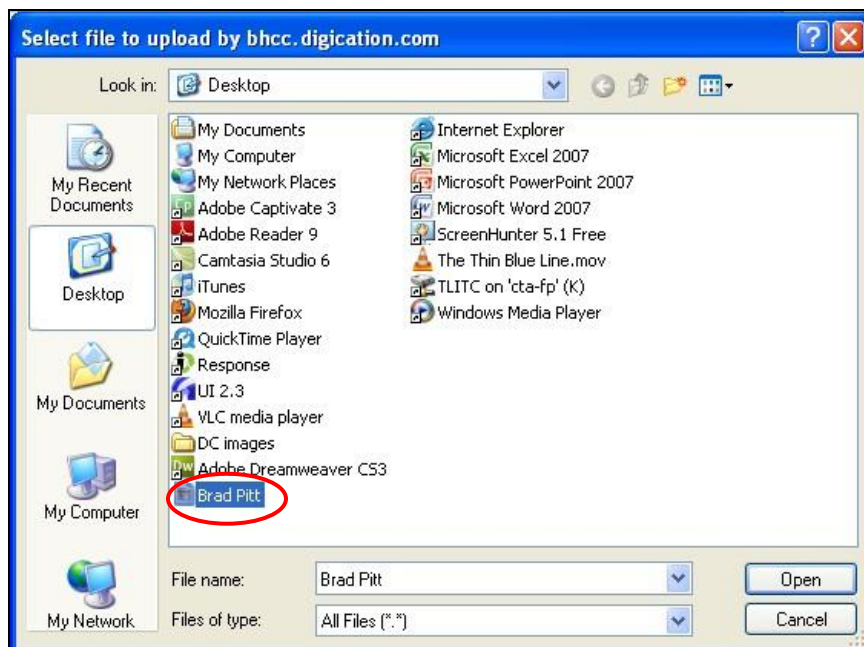
The *Browse for Media* window will appear. In this example, we will browse for media (a picture) that resides in the desktop.



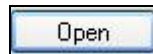
Step 8: Click **Browse for media**



Step 9: Select the file you would like to add to your e-Portfolio



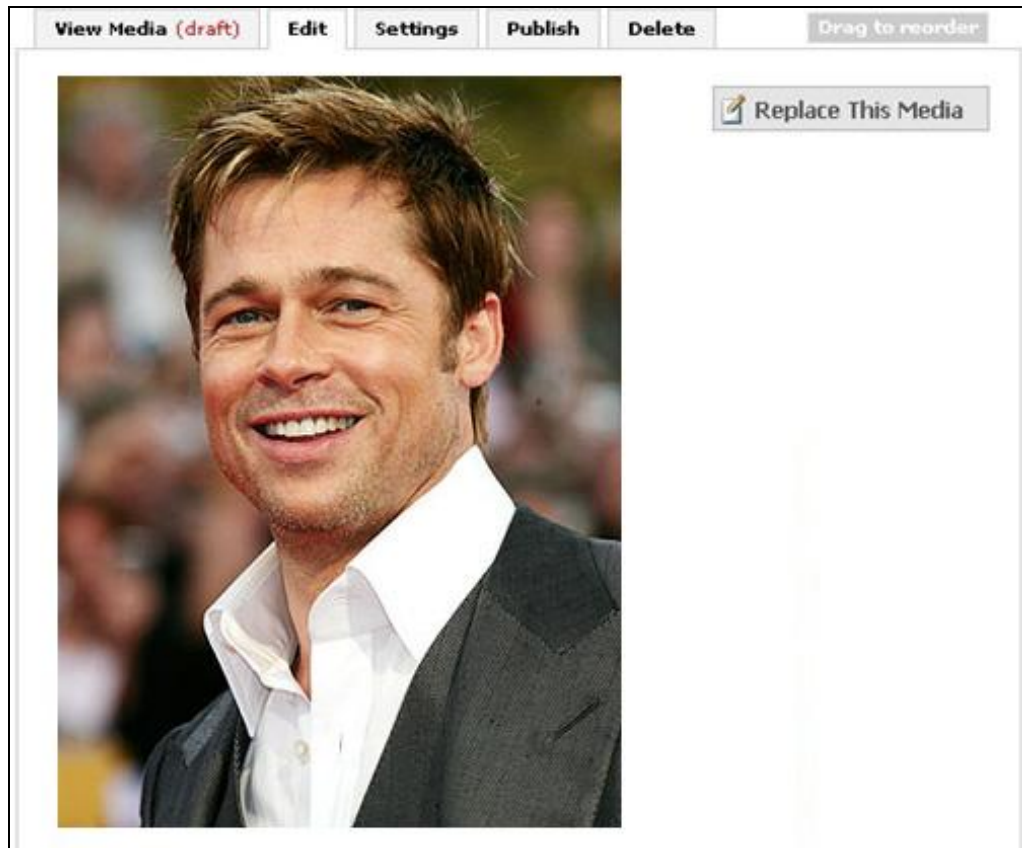
Step 10: Click **Open**



Step 11: Click **Done**



Your picture will appear in your e-Portfolio.



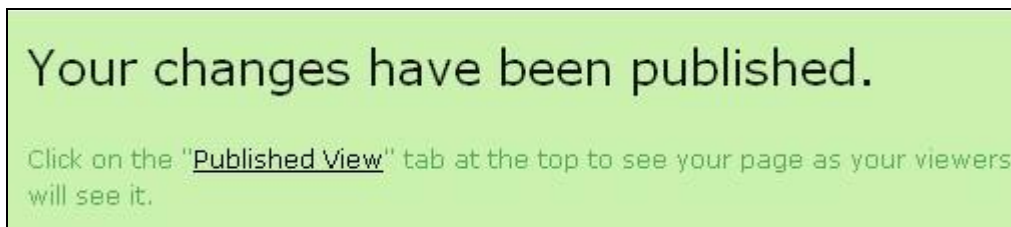
Step 12: Click **Publish** to publish your photo for others to view.



Step 13: Click **Publish Changes** to finish



A screen will appear indicating that your changes have been **published**.



Congratulations! You successfully added an image to your e-Portfolio.

Conclusion

We hope this guide was helpful.

For more information about your e-Portfolio, please visit the Digication website at <http://www.digication.com> or use the *Help* section within the program.