THE WRITING CENTER

## ePortfolio guide #5: Adding multimedia

This guide will assist you with adding multimedia to your pages and posts.

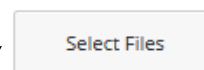## Adding multimedia to a page or post

The easiest way to add media to your ePortfolio is to attach it when creating a page or post. Images will be displayed (and formatted) in the Dashboard page or post creation window and will be visible to readers; other media files, like PDFs and other documents, will be attached with a link (rather than being displayed on screen).

To add multimedia to a page or post:

1. Login at sites.vmi.edu and navigate to your Dashboard.

2. Create a new page or post by hovering over **Page** or **Post** in the Dashboard and choosing **Add New**.

3. Click the **Add Media** button.

Add New Post

Enter title here

🔊 Add Media   ≣ Add Form   📷

4. The **Insert Media** window will pop up, allowing you to choose either to **Upload Files** (from your computer) or choose a file from your **Media Library** (from your ePortfolio).
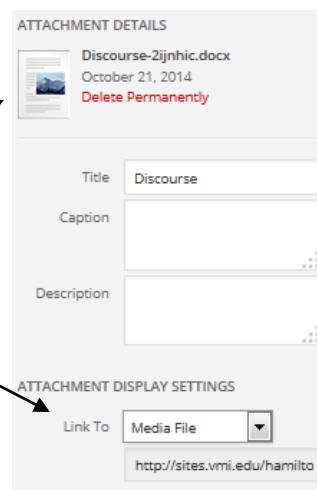
Insert Media
Create Gallery
Set Featured Image

Insert Media
Upload Files   Media Library
All media items ▾
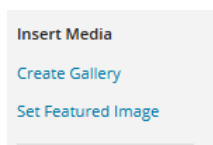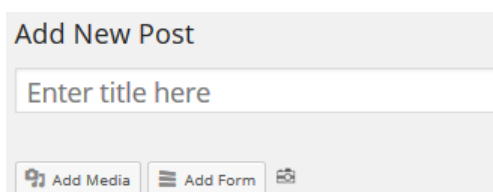
Drop files anywhere to upload

Select Files

Maximum upload file size: 32MB.

5. To upload a new file, choose **Upload Files** and then attach your file as you would in an email by clicking **Select Files**.

6. To add a file from your Media library, select **Media Library** and click once on any of the files listed.

7. Once you've selected a file from your computer or your media library, details for the file will appear in the far right column; you can change the **Title**, **Caption**, and **Description** of the file here, or **Delete Permanently**.

8. Use the dropdown menu at the bottom of this column to select whether you want include a direct link to the file or a link to a separate page that will include a link.

9. When you're finished editing the details for the file, click **Insert into post/page** to add the file.

ATTACHMENT DETAILS

Discourse-2ijnhic.docx
October 21, 2014
Delete Permanently

Title   Discourse
Caption
Description

ATTACHMENT DISPLAY SETTINGS

Link To   Media File ▾
http://sites.vmi.edu/hamilto

Insert into post

VIRGINIA MILITARY INSTITUTE

Managing your media library

Once you have attached a multimedia file to a page or post, it is automatically added to your media library. To access this library, manage and update existing files, and even upload new files.

1. Login at sites.vmi.edu and navigate to your Dashboard.

2. Hover over **Media** and select **Library.**

3. In the media library, you can search for files, view files that have yet to be used in your ePortfolio, and delete unnecessary files; to edit a file, hover over the filename and select **Edit**, **Delete Permanently**, or **View**, just as you would for a page or post.
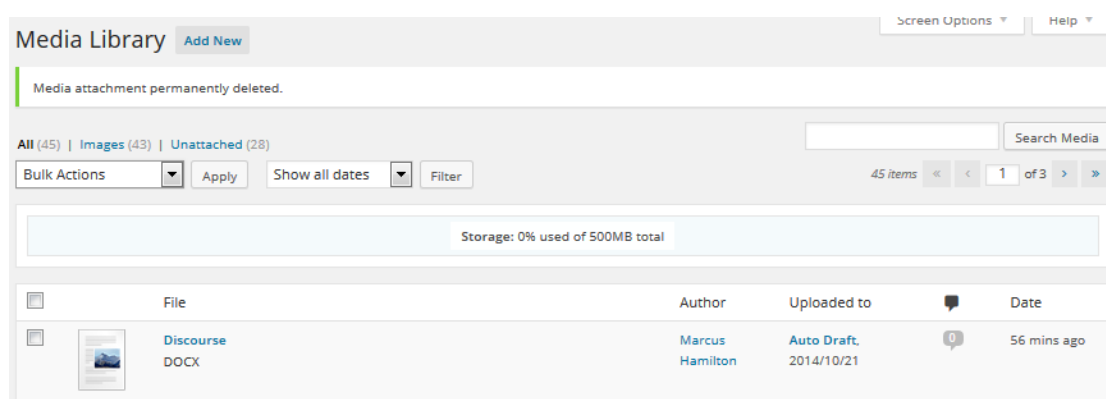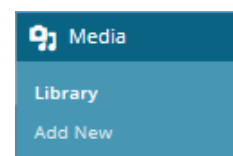
ePortfolio and copyright

While most of the content in an ePortfolio is created by the owner, you may want to include outside media in some pages or posts. When doing so, you must cite it appropriately and also follow copyright law.

Though use of some copyrighted material is allowed for educational purposes under "fair use," you need to be particularly if your ePortfolio is used for professional purposes outside the parameters of "fair use." For guidance on copyright and ePortfolio, see:

1. **Stanford University's "Copyright Overview"** at fairuse.stanford.edu/overview

2. **Electronic Portfolio Action and Communication (ePac)'s "Copyright Free Resources"** at epac.pbworks.com/w/page/35679449/Copyright_Free_Resources

For help finding copyright-free images to add to your ePortfolio, try the **Compfight** plugin (for more information, see "ePortfolio Guide #9: Using widgets and plugins").