THE WRITING CENTER

Inserting Media

Inserting media into your site positively reflects on you and makes the site more distinctive.

One way to insert media is by inserting pictures. Remember: ePortfolio is a social medium. You need to remember to use appropriate and professional Internet etiquette. In other words, only post appropriate pictures.

Inserting / uploading a picture into your post:

1. Sign into ePortfolio using your VMI Post View I.D.

2. On the left-hand menu, click "Dashboard."

3. From the Dashboard, scroll your mouse over to the top menu where it says "+NEW."

4. After hovering your mouse over "+NEW," a dropdown menu will appear. On that menu, you will see an option for "Post." Click "Post."

5. Now you will be in the new post page. On the menu above the text, box click on the "Add Media" button.

6. You should see two tabs: "Upload Images" and "Media Library." Click on "Upload Images." From here you can upload any image that you have saved onto your computer or other media (flash drive, Google drive, etc.).

7. After you have uploaded the image, click "Insert into Post" at the bottom right portion of the screen. Doing this will bring you back to the post page where your image should appear.

8. Make sure to click "Publish" or "Update."

By uploading images onto your post, you make your site better by engaging more with your viewing audience on a personal level. Your profile stand out from the rest.