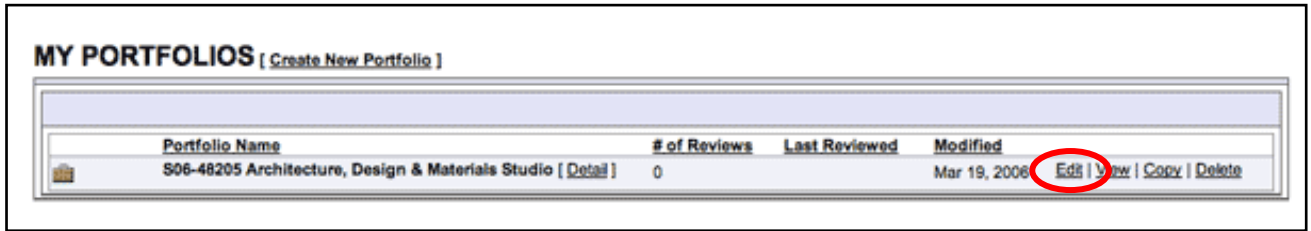
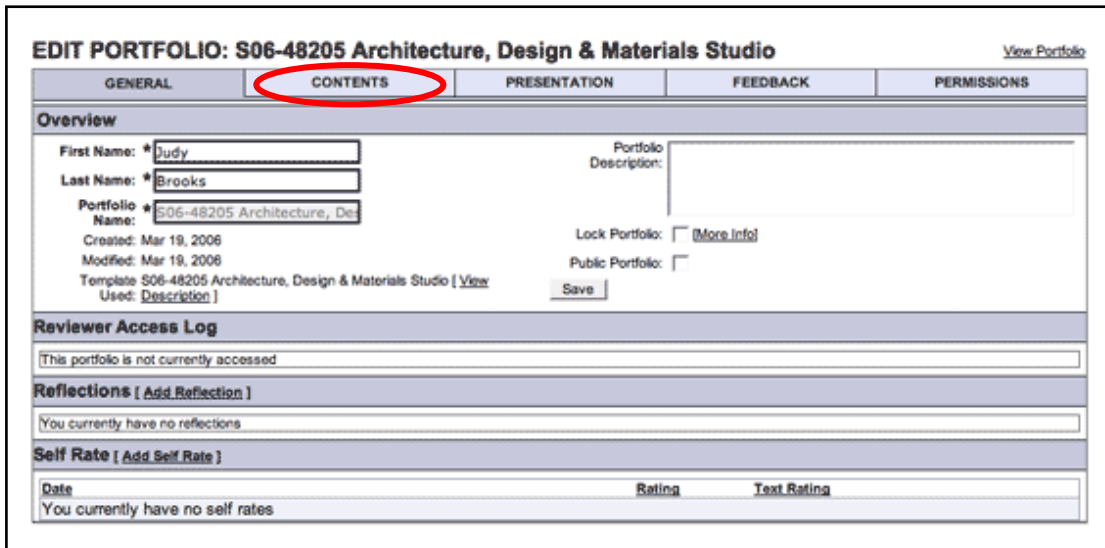


## iWebfolio Instructions: ADD / EDIT CONTENT

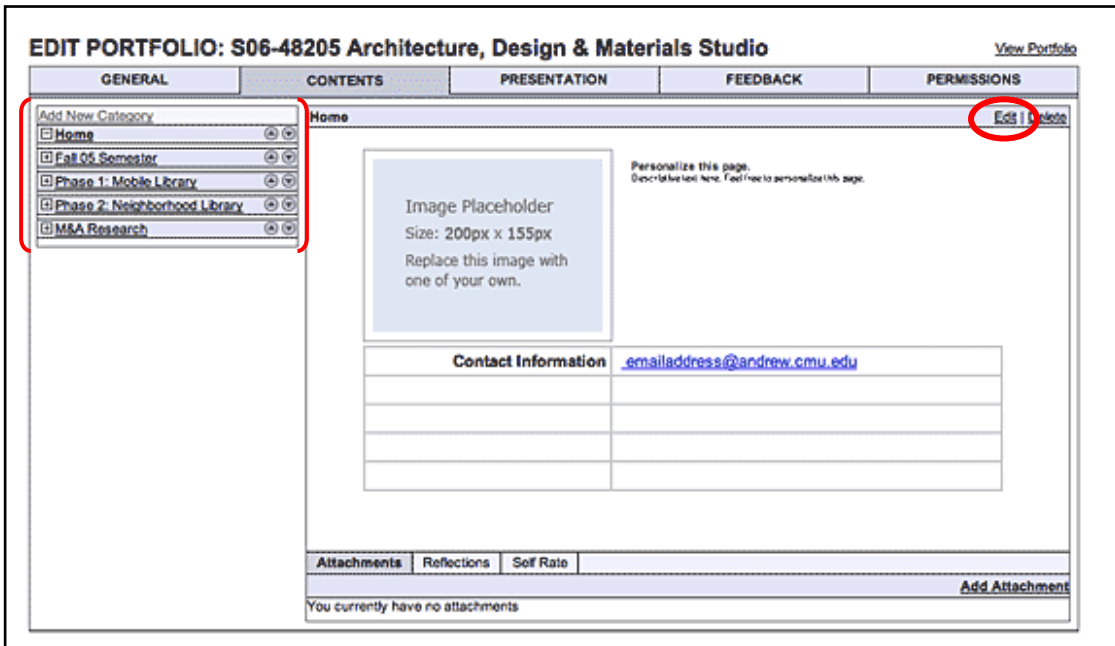
1. From the “My Portfolios” screen, click the “EDIT” link of a portfolio.



2. Click the “CONTENTS” tab to edit the content of the portfolio.

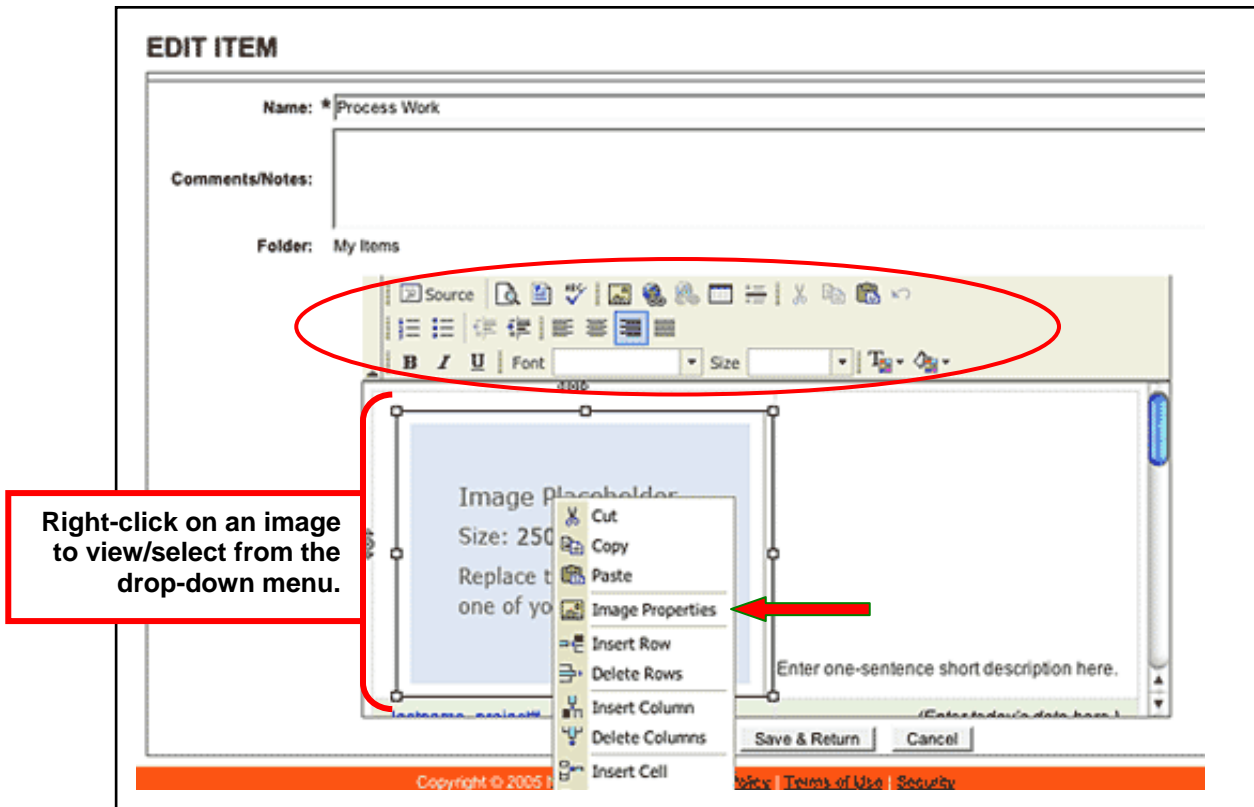


3. Click on a content category. Then click “EDIT”. (Categories of the course portfolio were created as part of the template.)

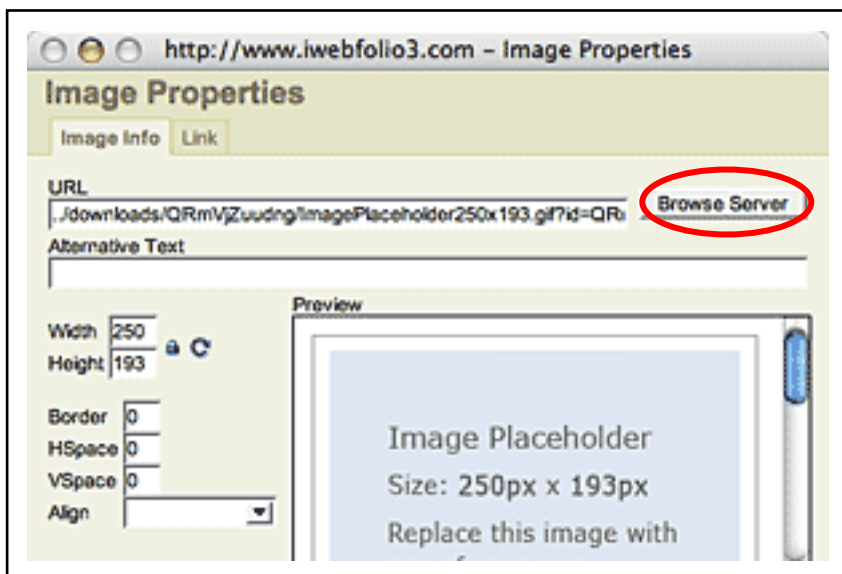


## iWebfolio Instructions: ADD/EDIT CONTENT

- In the “Edit Item” screen, content from the selected category appears along with basic **EDITING TOOLS**. You can insert text and images, edit images, create tables, create hyperlinks, format text, and more.
- To edit an image:  
**RIGHT-CLICK** on an image to edit its properties.  
Select “**IMAGE PROPERTIES**” from the drop-down menu.

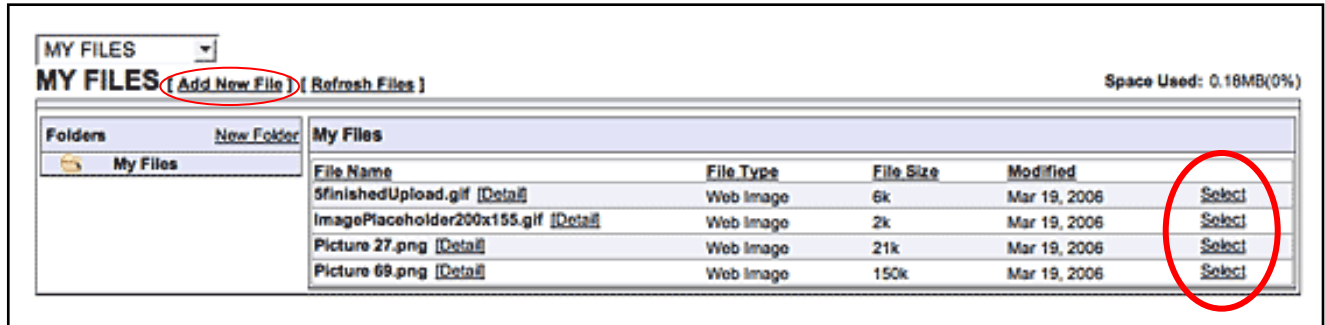


- Click “**BROWSE SERVER**” to select a file from “My Files”.

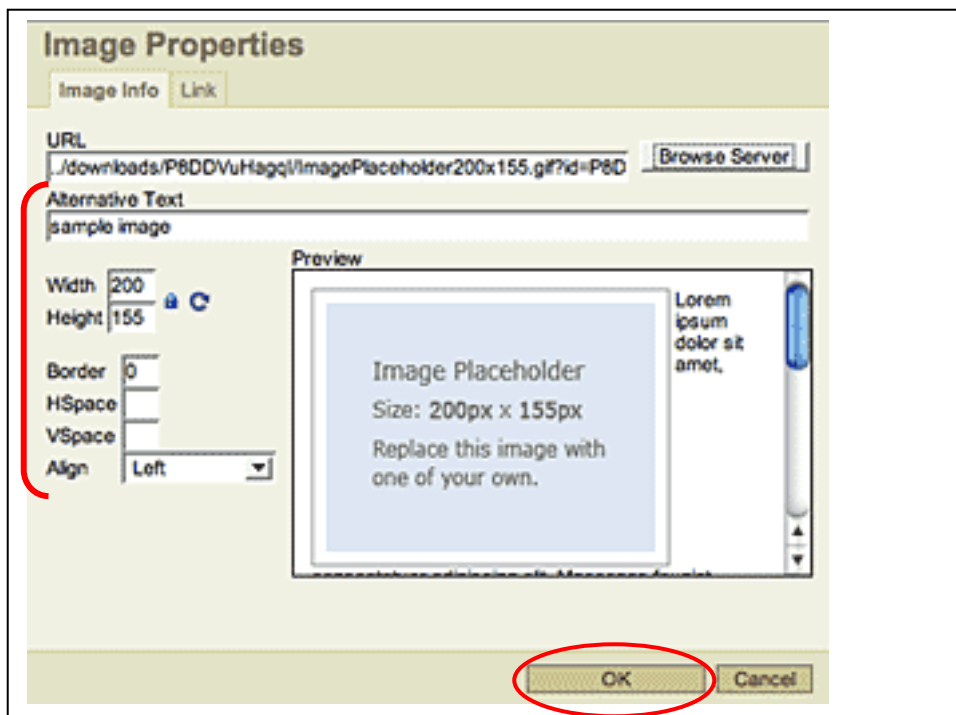


## iWebfolio Instructions: ADD/EDIT CONTENT

- Click “SELECT” next to the image file listed in “My Files” for the content you are editing or adding to. If the file is not yet on the server in “My Files”, click “ADD NEW FILE” to upload a file from your local hard drive.



- Adjust image properties as necessary and click “OK”.



## iWebfolio Instructions: ADD/EDIT CONTENT

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9. Select “SAVE & RETURN” when done, or “SAVE & CONTINUE” if you want to continue editing.

