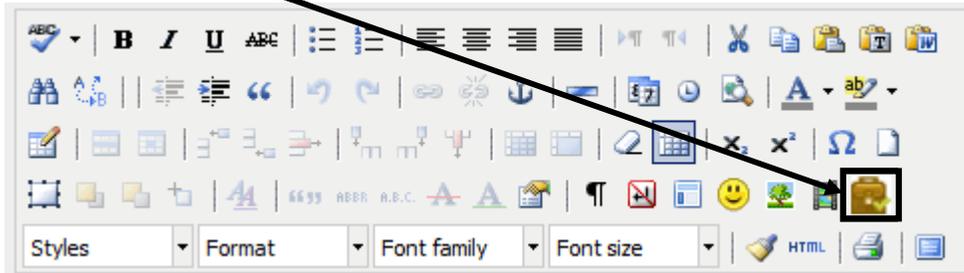


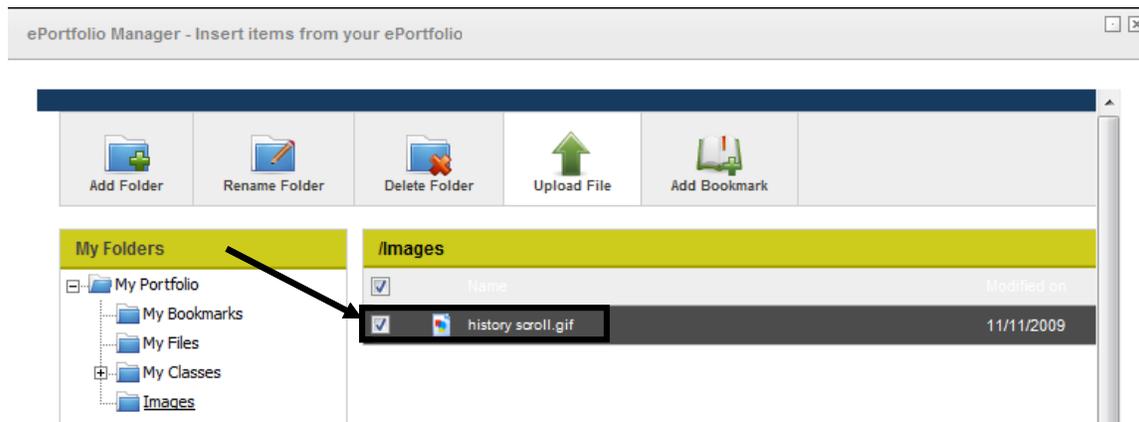
Inserting ePortfolio Items on a Web Page

Users have the ability to take items saved in their **ePortfolio** and add them to any **Page** on their **Website**.

1. Click the **Portfolio Manager** icon on the toolbar in the rich-text editor.



2. Click on the folder where the item is stored. The item within the folder will display on the right side of the tool.
3. Check the item you wish to insert, and click **Submit**.

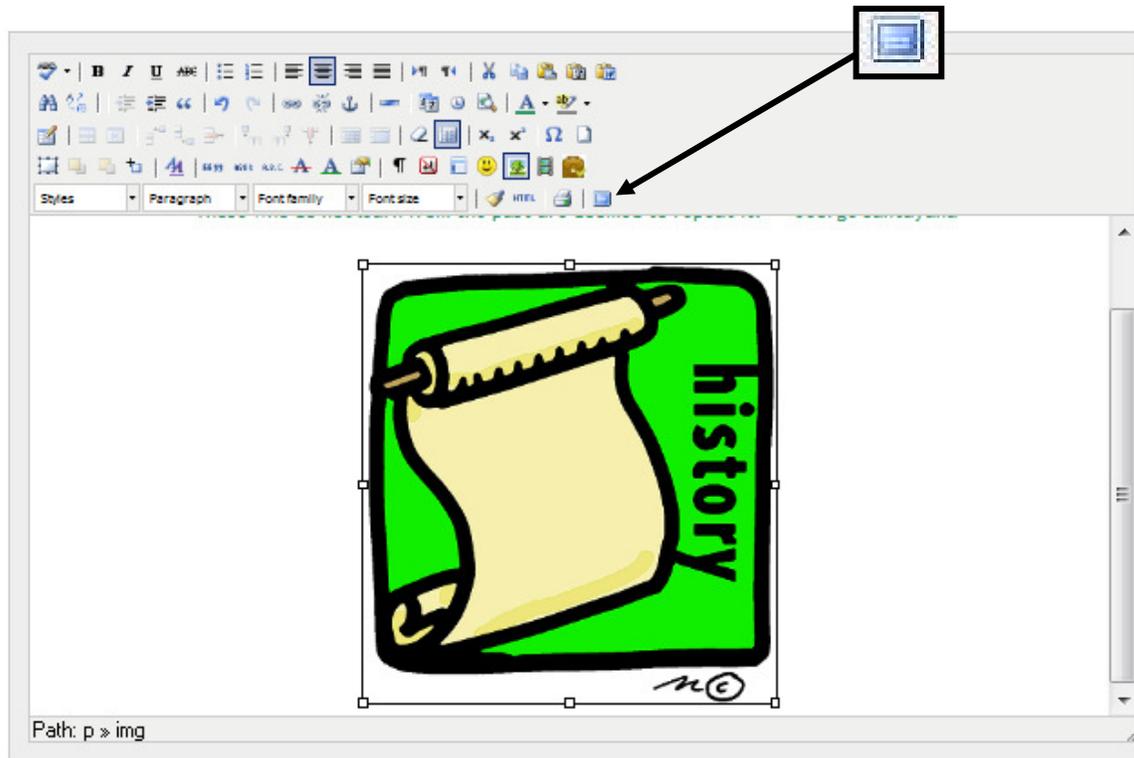


NOTE: Users can also **Upload File(s)** directly to the **ePortfolio** within the **Portfolio Manager**. Click on the **Upload File(s)** button to add files to the **ePortfolio**.

4. The item you selected will be inserted on the **Page**.

In this case, the image can be resized by clicking on it, and dragging the handles.

If the rich-text editor window is too small to view the entire image, click the **Toggle Fullscreen** icon to have the rich-text editor cover the full screen. Click the icon again to return the rich-text editor to its normal size.



Inserted files, bookmarks to web sites, or bookmarks to items within **SAS** will appear as hyperlinks.

