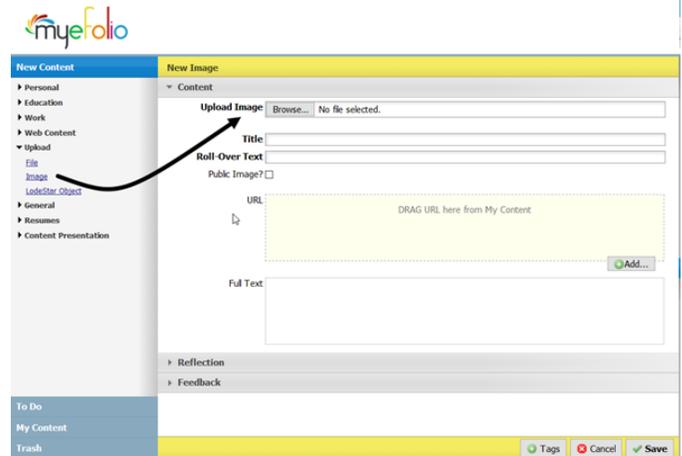


A Quick Review

① To Upload an Image

There is a short process to go through that makes images available for use when building your site. Always prepare images by cropping, re-sizing or adjusting color filters before uploading them individually.

1. From your "Build" view, click the "New Content" label (left side) to open the panel.
2. Click on the "Upload" category label.
3. Select "Image" from the Upload category --- click the "Upload" action icon.
4. Click the "Browse" button to locate the image you wish to upload (using your operating system you will find and select the file).
5. Provide a Title for your file. It should be short but very descriptive. Try to limit the name length using one to three words. (This is helpful if you need to search for a specific file later.)
6. Provide a brief image description using the Roll-Over Text field (meets ADA Accessibility Requirement).
7. Click the "Save" button.



Your content is now in the "My Content" panel. Go ahead...check it out!

Image file extensions supported by myeFolio include JPEG/JPG, GIF, PNG.

② To Place Images on the Site Page

1. Select the page from the Page Tree (right side panel of the owner's "Build" view) or create a new page.
2. Click on the "My Content" panel (left side) and click the "Image" category.
3. Select "Image" from the list and place items on a page (left sidebar, page body, or right sidebar) by using your mouse "drag-&-drop" or iPad "touch-to-place" action.



4. Content properties allow you to identify what information fields will appear on the screen.
5. Click "Preview" to verify that content is displaying as preferred.

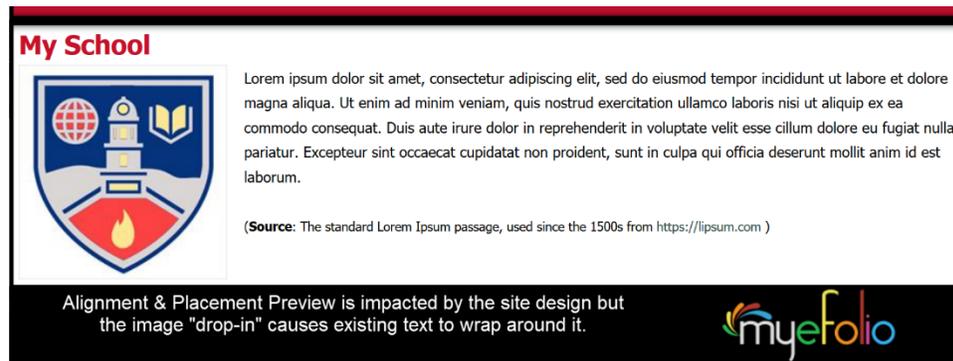


③ To Place an Image Within Existing Narrative

1. Select the page from the Page Tree (right side panel of the owner's "Build" view) or create a new page.
2. Add your narrative object (such as information about your school or place of work).
3. Click on the "My Content" panel (left side) and click the "Image" category.
4. Select a relevant "Image" from the list and drop it into the narrative (left or right) by using your mouse "drag-&-drop" or iPad "touch-to-place" action.
5. No "save" action is needed. The workspace is automatically updated once the drop is complete.



6. Content properties allow you to identify what information fields will appear on the screen although the image forces the text to wrap around it and will not (by default) disrupt the display with other image-related content.
7. No "save" action is needed. The workspace is automatically updated once the drop is complete.
8. Click "Preview" to verify that content is displaying as preferred.



Check out the related reference guides posted at <http://myefolio.com/Resources> to focus on working with various image presentations designed for myeFolio users.



Helpful guides include:

- How to Prepare Images for myeFolio
- How to Use a Responsive Design
- How to Set up an Image Panel
- How to Set up an Image Gallery

