Add Media Module – Add Image

Introduction
Media modules allow you add images, videos, sound and animations to your portfolio pages. In this example, we will add the Image/Video/Audio module and insert an image into a sample portfolio. We will begin by adding a module to an existing page we have already created.

Add Media Picture

**Step 1:** To begin, click **Add A Module**

![Add A Module](image)

**Step 2:** Click the **Image/Video/Audio** tab to add the "media" module to your e-Portfolio

<table>
<thead>
<tr>
<th>Basic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Image/Video/Audio</td>
</tr>
<tr>
<td>Rich Text</td>
</tr>
<tr>
<td>Gallery</td>
</tr>
<tr>
<td>Contact Form</td>
</tr>
<tr>
<td>Social</td>
</tr>
</tbody>
</table>

**Step 3:** Click **Add This Module** to confirm.

![Add This Module](image)

**Note:** The success screen will appear.

![Success!](image)

If you would like to add more modules then select them on the left.

**Step 4:** Click **I'm Done** to view your new module.

![I'm Done](image)
**Step 5:** Click the **Edit** tab to add media.

![Edit tab](image)

**Step 6:** Click **Replace This Media**

![Replace This Media button](image)

The **Browse for Media** window will appear. In this example, we will browse for media (a picture) that resides in the desktop.

![Browse for Media window](image)

**Step 8:** Click **Browse for media**

![Browse for media button](image)

**Step 9:** Select the file you would like to add to your e-Portfolio

![Select file to upload](image)
Step 10: Click **Open**

Step 11: Click **Done**

Your picture will appear in your e-Portfolio.

![Image of a person in a suit]

Step 12: Click **Publish** to publish your photo for others to view.

Step 13: Click **Publish Changes** to finish
A screen will appear indicating that your changes have been **published**.

Your changes have been published.

Click on the "**Published View**" tab at the top to see your page as your viewers will see it.

**Congratulations!** You successfully added an image to your e-Portfolio.

**Conclusion**
We hope this guide was helpful.

For more information about your e-Portfolio, please visit the Digication website at http://www.digication.com or use the **Help** section within the program.