



ePortfolio  
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# Working with Images

For the basics of how to add images to your portfolio, see **Guide 6 "Add Media."** This document contains some additional considerations related to working with images.

## Change your directory icon and/or header image

Go to Portfolio Settings > Visual Styles to upload these images. The directory icon image will be automatically re-sized to 100x100 pixels. Your header image will be automatically resized to an approximate width of 779 pixels wide and will be automatically cropped to the maximum header height of 200 pixels. For best results, before uploading your image, crop and resize it to a width of 779 pixels and a height between 60 and 100 pixels (See **Editing Images** below).

## Re-sizing an image

If you want the ability to manipulate the size of an image in your portfolio, add it to a Rich Text Module (the Video/Image module will only display an image at fixed dimensions). When inserting the image, change the width and height to the desired size. In order avoid distorting your image, enter only width or height, deleting the other value; when you click Insert, the system will automatically calculate whichever dimension you omit. Be aware that increasing the height or width may compromise the quality of your image. If you are reducing the dimensions of a large image, you might consider resizing the image before uploading it to your portfolio, as this will reduce the file size (the number of kilobytes) and, consequently, the amount of time your page will take to load (See **Editing Images** below).

## Editing images

Before adding images to your portfolio, you can crop, edit or re-size them using photo editing software such as Photoshop. Two free, downloadable alternatives to Photoshop are Paint.net ([www.getpaint.net](http://www.getpaint.net)) and the GIMP ([www.gimp.org](http://www.gimp.org)). You can also edit and resize images using the functionality offered by free photo websites like Flickr and Photobucket.

## **Making text flow around image**

If you want your text to flow around an image in a Rich Text Module, you must set the alignment when inserting the image. The options are "Left" or "Right" ("No Alignment" is the default).

## **Extracting images from a Word file**

You may find that you have images in Word documents that you want to include in your portfolio. You can't right-click on them and select "Save image as," like you can in most browsers. Here are two ways you can extract the image:

1. If you're working on a PC, select the image in the Word document, copy it, then open Paint (All Programs>Accessories), and paste the image. Save this file to your desktop or USB drive from within Paint. Now you can upload it into your portfolio.
2. Save your Word document as a web page (File>Save As Web Page). This will break the page into its component parts. You will find the image file in the folder where Word saves the web page files. Upload this file to your portfolio.