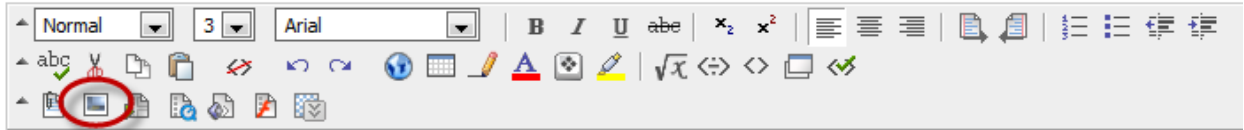


SETTING THE SIZE OF IMAGES

1. In the **Build** screen of your portfolio, find the area you want to insert an image or text with an image. Click the **Create New Artifact** button.
2. In the content area, click the **ATTACH IMAGE** icon



3. Click the **Browse My Computer** button to attach an image from your computer, the **Browse Content Collection** button to attach an image from another portfolio or the **Source URL** button to attach link to an image on the internet.

1. Select Image

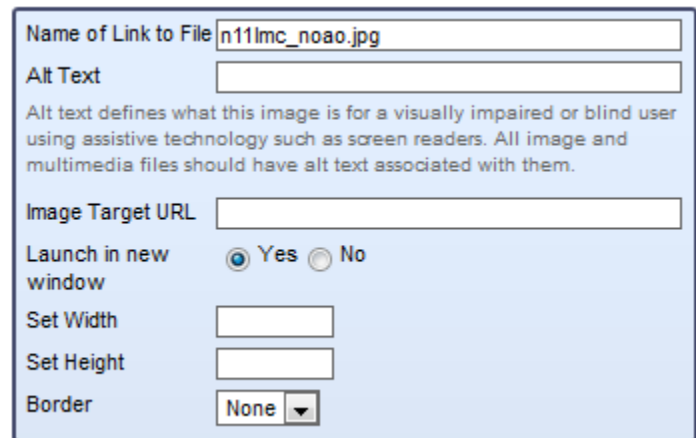
Attach File

Browse My Computer

Browse Content Collection

Source URL

4. In the **IMAGE OPTIONS** section, you can:
 - a. **Name of Link to File:** change how the name will appear when linked. The default name is the name of the file.
 - b. **Alt Text:** insert a brief description of your image, which will be read by screen readers or used as a placeholder, if the image does not load.
 - c. **Image Target URL:** if you want the user to be able to click on your image and go to a web site, enter the URL of the web site in this box.
 - d. **Launch in new window:** if you want the URL you defined in the box above to open in a new browser window (leaving the current window focused on your portfolio), then click Yes. Otherwise, select No.
 - e. **Set Width:** define the width of your image
 - f. **Set Height:** define the height of your image (hint: to avoid making the image look distorted, try setting only the width or height, not both)
 - g. **Border:** Select the width of the border you want around the image: None, 1px, 2px, or 3px.



Name of Link to File

Alt Text

Alt text defines what this image is for a visually impaired or blind user using assistive technology such as screen readers. All image and multimedia files should have alt text associated with them.

Image Target URL

Launch in new window Yes No

Set Width

Set Height

Border

5. Click **Submit** to return to editing your artifact.

6. You can continue to adjust the size of your image by clicking on the image, until you see the white squares. Click and drag a white square to resize. Hint: use only the squares on the corner of the image in order to avoid distorting the image as you resize it.

