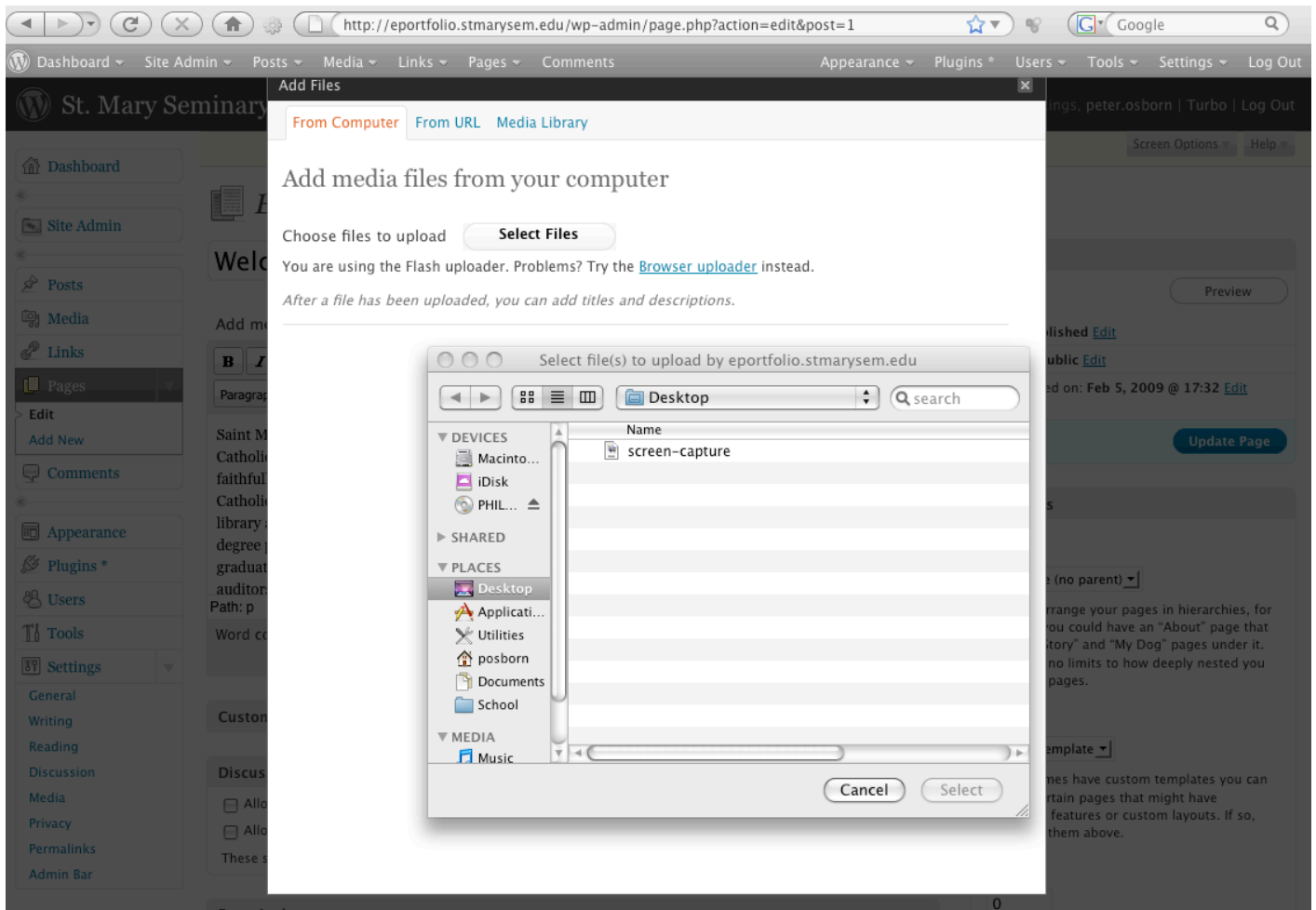




Step 2: Click the “Select Files” link and a new window will come up that will allow you to browse your computer for the file you would like to upload to your e-portfolio system.



Step 3. Click the “File URL” box to insert the file’s URL in the “Link URL” box and then click the “Insert into Post” box. This will insert the link to your uploaded file in the page text box at the place where you had your cursor. You are also able to change the way the link will appear in your page by changing the “Title” box. You also have the ability to type a mouse hover over caption by typing it in the “Caption” box.

Note: Once you have uploaded or posted something in a page it is available under the “Media Library” tab at the top of the white box under the title “Media Library”.

The screenshot shows the WordPress 'Add Files' dialog box with the 'From URL' tab selected. The dialog is titled 'Add media files from your computer' and includes a 'Select Files' button. Below this, there is a message: 'You are using the Flash uploader. Problems? Try the [Browser uploader](#) instead.' and a note: 'After a file has been uploaded, you can add titles and descriptions.' The file details shown are: 'angel-access-doc.doc', 'application/msword', and '2009-02-06 15:50:35'. The 'Title' field contains 'angel-access-doc'. The 'Caption' and 'Description' fields are empty. The 'Link URL' field contains 'http://eportfolio.stmarysem.edu/files/2009/02/angel-access-doc.doc'. Below the 'Link URL' field are three buttons: 'None', 'File URL', and 'Post URL'. The 'File URL' button is highlighted with a red box. Below these buttons is a text input field with the placeholder 'Enter a link URL or click above for presets.' and two buttons: 'Insert into Post' and 'Delete'. The 'Insert into Post' button is also highlighted with a red box. At the bottom of the dialog is a 'Save all changes' button. The background shows the WordPress dashboard with the 'Media Library' tab selected.