

Using the Rich Text Module

Using the “**Rich Text**” module, you will be allowed to add different types of content to your ePortfolio (*Ex. text, images, video, audio and other various types of digital files/documents*). The “**Rich Text**” module is modelled after MS Word, so some of the functions will be similar. Content can be arranged in any order within the module however you, the owner of the ePortfolio, sees fits.

1. To add a “**Rich Text**” module to your ePortfolio, click on the “**Add a Module**” button if the list of modules is not showing (*See image 1.1*)

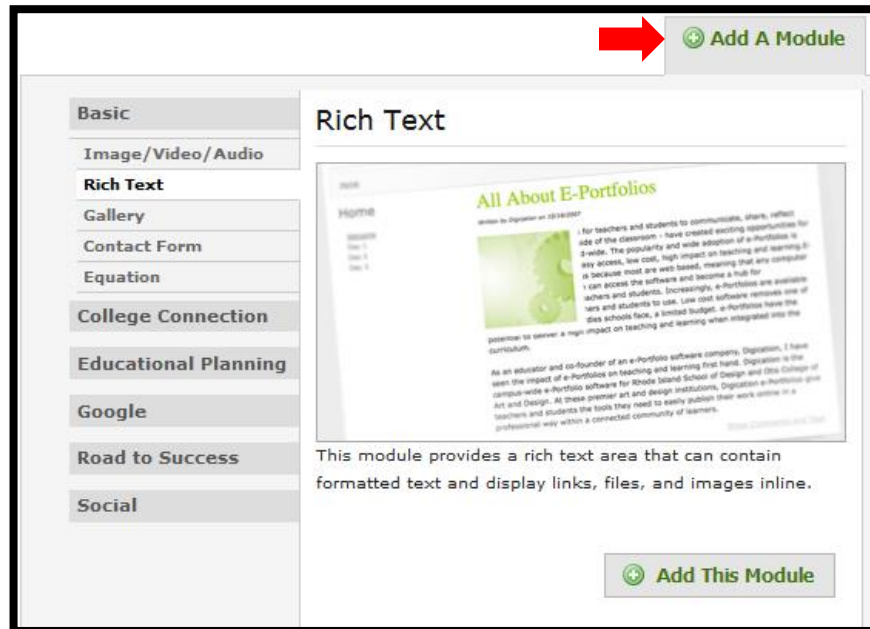


Image 1.1

2. From the list of modules, select the “**Basic**” section. In the “**Basic**” section, click “**Rich Text**” and then the “**Add This Module**” button. (*See image 1.2*)

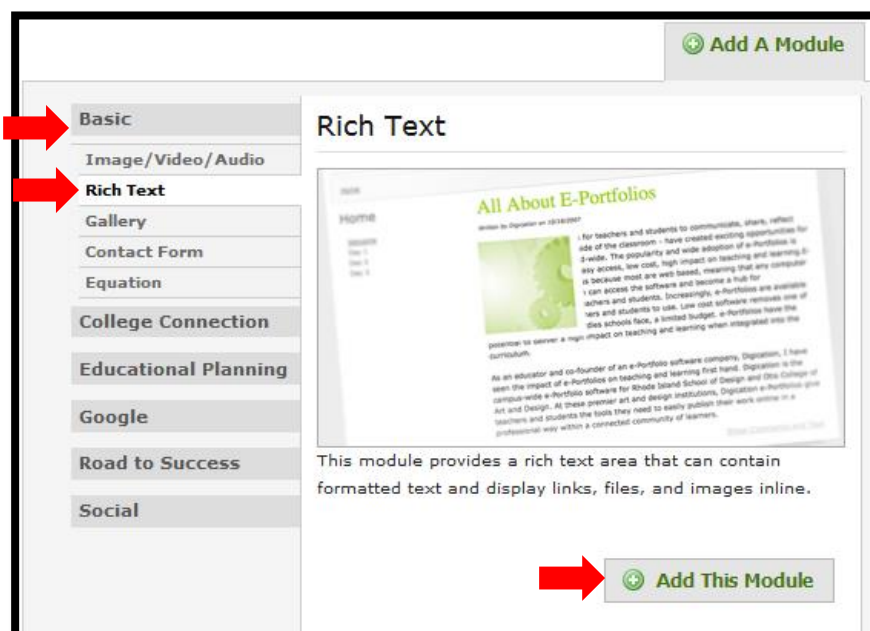


Image 1.2

- The “Rich Text” module will then be added to your ePortfolio. In the “Edit” mode we see the different editing functions the module can perform. ***NOTE: They are similar to that of MS Word.*** (See image1.3)

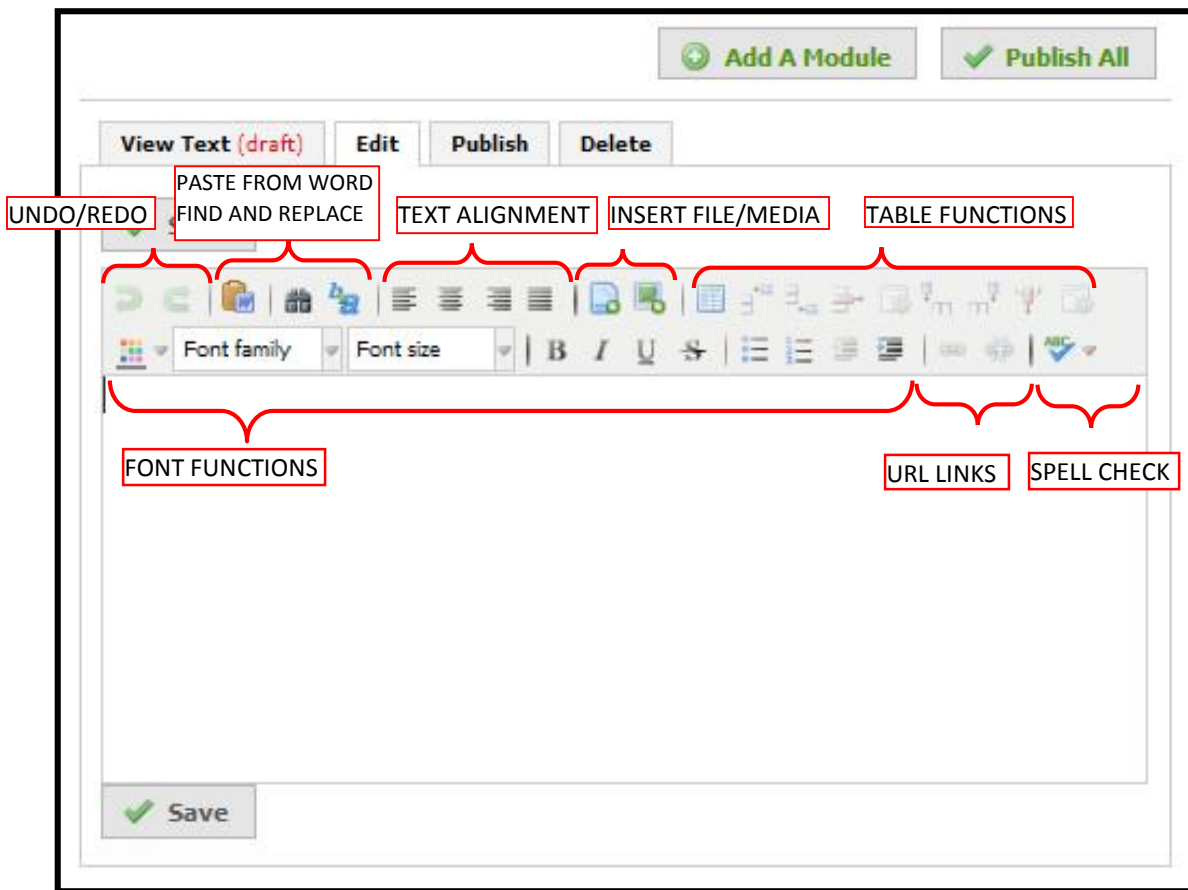


Image 1.3

- Add your content to the module, once you are finished, click “Save.” Once you save, you will be prompted with a message stating “This module has unpublished changes.” (See image 1.4)

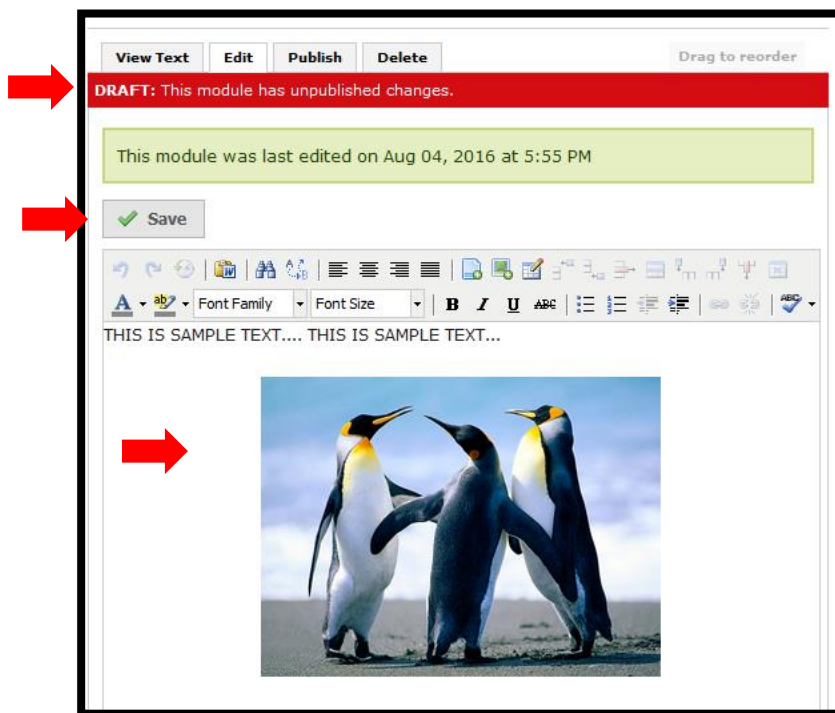


Image 1.4

5. To make sure that your audience can view the content you added, you must publish the page by clicking the **“Publish”** tab and then selecting the **“Publish Changes”** button. (See image 1.5)

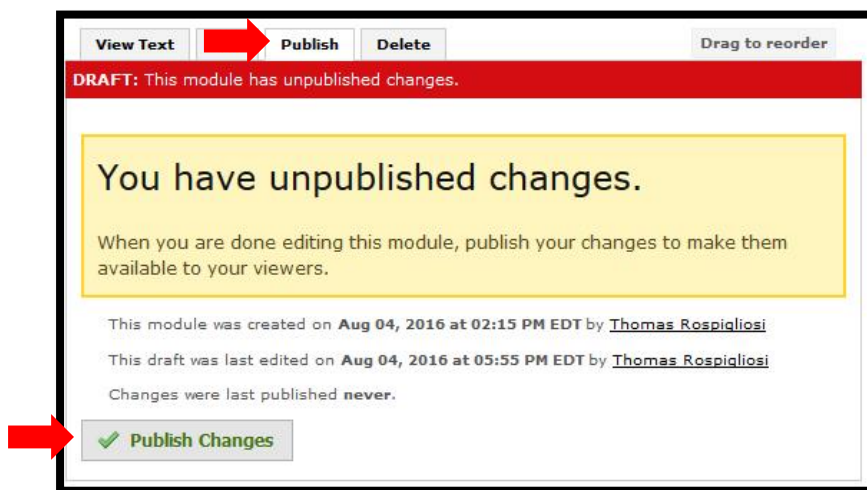


Image 1.5

6. You will receive a message stating **“Your changes have been published.”** Your content is now available for your viewers. (See images 1.6 and 1.7)

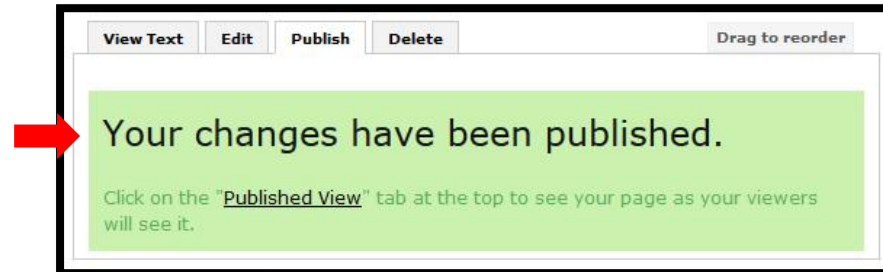


Image 1.6

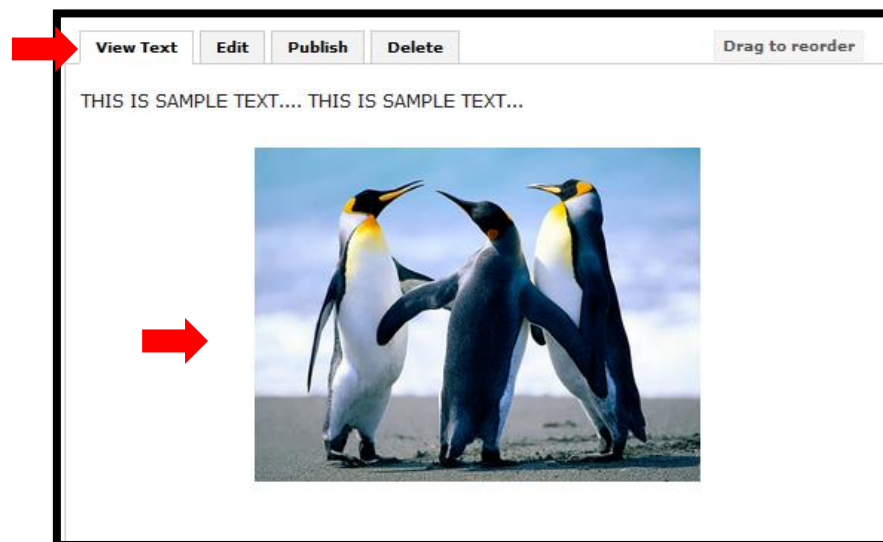


Image 1.7

*****NOTE:** If you see the message **“DRAFT: This module has unpublished changes”** on any of your pages, that should be an indication that some content has been added or modified and has not been made available to your viewers, so you need to publish the page. *******