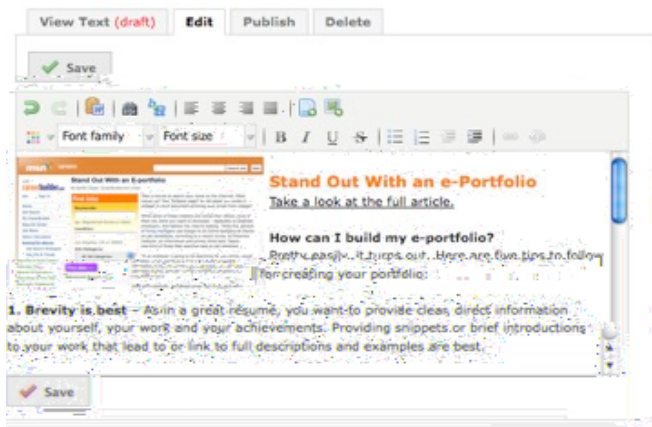# Add Text

ePortfolio
Guide 5 of 8

After you've created a Rich Text Module, it will appear with sample content. Click the **Edit** tab to being adding your own content.

Use the rich text editor to enter text.

If you're copying text from a Word document, don't paste it directly into your portfolio. Instead, copy it in Word, and then click the **Paste from Word icon.** You will need to reformat the text once you have pasted it into your portfolio.

You can also…

Add links to Word documents and other files, using the **Insert File** icon**.**

Add images, using the **Insert Media** icon.

Add hyperlinks. Type the URL, highlight it, then click the **Insert/Edit link** icon.

Inset long quotations or other text, using the **Indent** icon.

When you're done editing, click **Save**. The module will be saved as a draft.

To make your changes available to viewers, click on the **Publish** tab, and then the **Publish Changes** button.