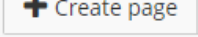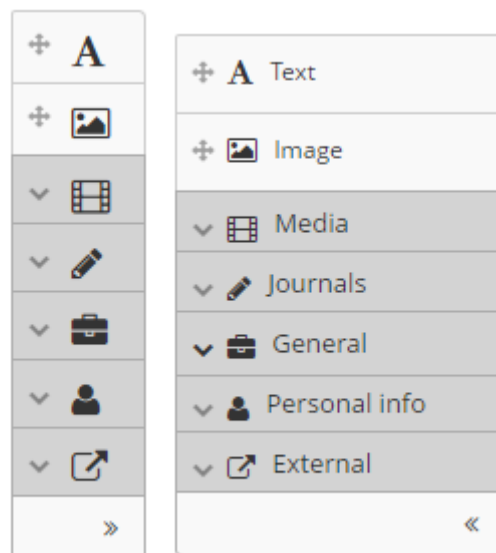# ADDING CONTENT TO A PAGE

All different types of content as well as blocks that pull in external content into a portfolio page are accessible via the **content chooser**.

Click on: Portfolio

Click on: The create page button **+ Create page** to create a new page, or the

edit button [✎] next to the page you would like to add content to.
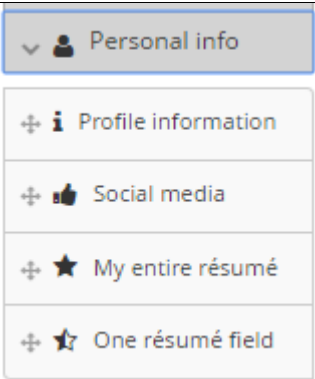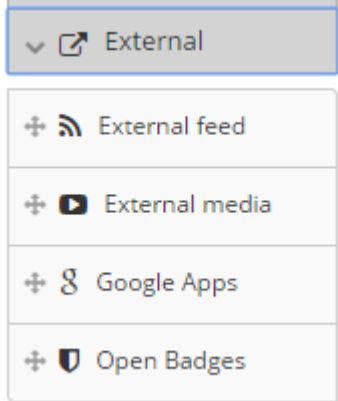
The content chooser is available on the left hand side of a page when you are in edit mode. It does not scroll.
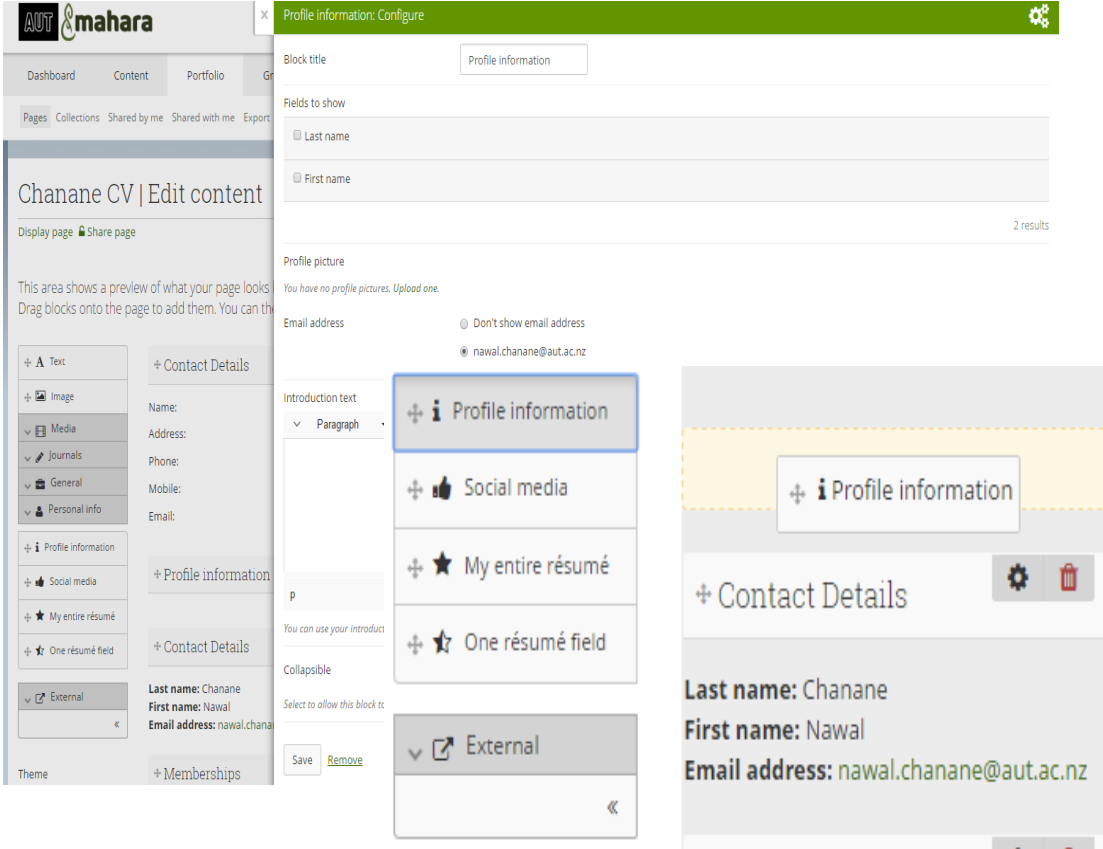

You can select the text box or the image block directly, as these are two of the more frequently used content items.
You can access all other content items via the individual panels:

Media	**Media**: holds blocks for files that can be displayed as links, in folders or in the case of images and videos directly in the page.
⌄ ☰ Media	
✛ ⬇ File(s) to download	
✛ ■ Folder	
✛ 🖼 Image gallery	
✛ 🎥 Embedded media	
✛ 📄 PDF	
✛ </> Some HTML	
⌄ ✎ Journals	**Journals**: various content blocks which allow you to place journals / journal entries into a page.
✛ ✎ Journal	
✛ 📄 Journal entry	
✛ 🕐 Recent journal entries	
✛ 🏷 Tagged journal entries	
⌄ 💼 General	**General**: content items that are of a general nature.
✛ 💬 Comments	
✛ ㏄ Creative Commons license	
✛ ➤ Navigation	
✛ ☑ Plans	
✛ 💬 Recent forum posts	
✛ ✎ Note	
✛ 🖥 Your CPD	

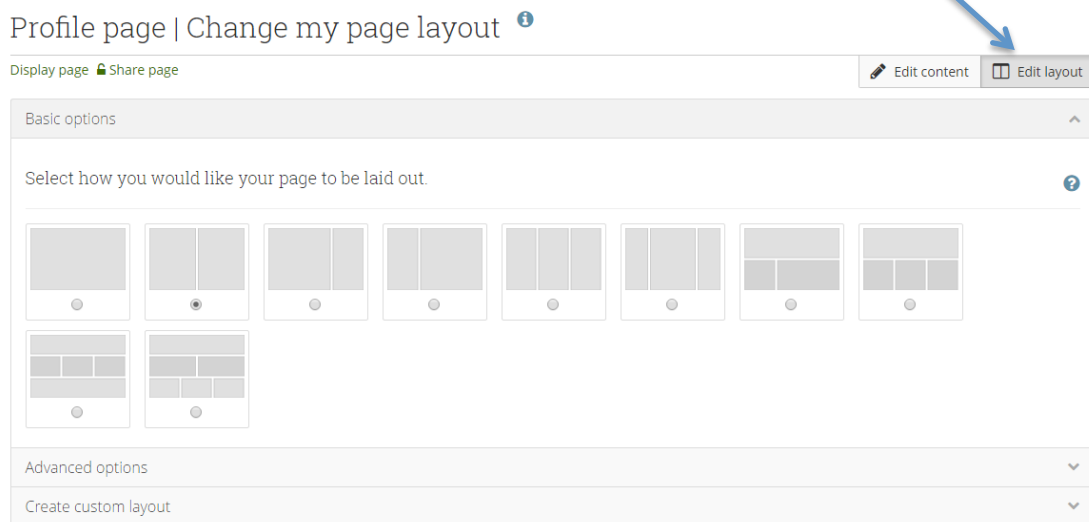|	
	Personal info: choose profile information or your résumé to display in a block.
	External: contains blocks to place RSS feeds, external media or GoogleApps documents etc. into a page.

All content required for a page, is placed into the page space by dragging and dropping blocks from the particular area of the content chooser.

1. Click on the block of the content item that you want to include in your page and drag it into the page layout area.
2. When you see the dotted rectangle, drop the block into it to put it onto your page.
3. Follow the on-screen instructions on choosing the specific content item you wish to display.

   NB: you need to make sure that files that you want to include on your page, are uploaded into the files area of the content button first.

The content is arranged as a series of blocks per column, and you can also align the blocks in rows. (To change your page layout, click on the Edit Layout button).

You can drag and drop blocks by clicking on their headings.You can change the settings of a block by clicking its *Configure* button