

How to Add Documents to Digication - Table of Contents

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HOW TO ADD DOCUMENTS TO DIGICATION

Overview

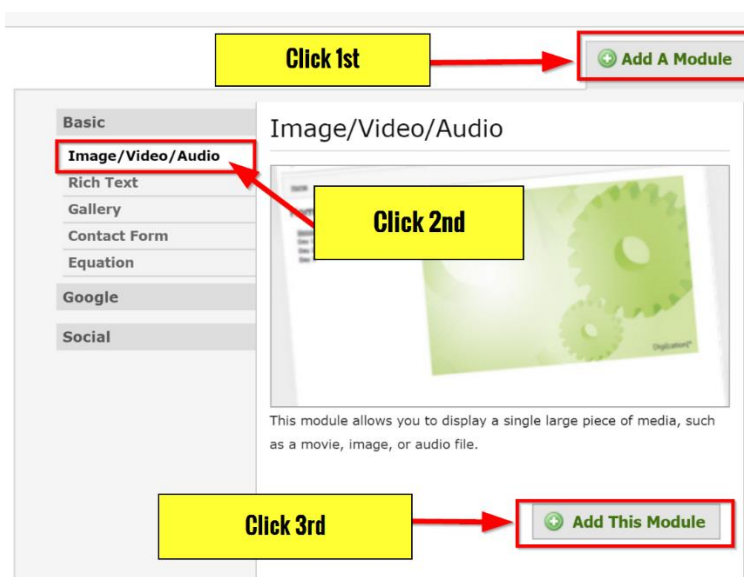
Adding documents to Digication is easy. You can directly upload Microsoft Word Documents or PDFs to your e-Portfolio.

Please note: You can easily add items like Powerpoints and other presentations by saving them as a PDF and adding them in the method described here.

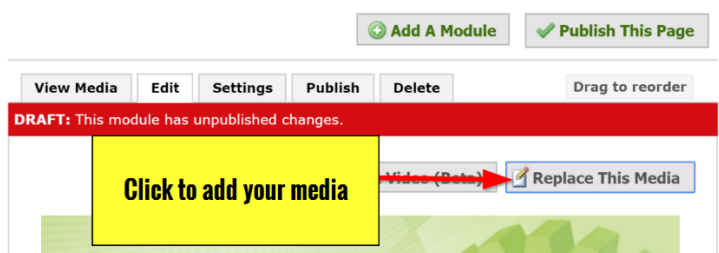
How to Add a PDF

It is easy to add a PDF to your e-Portfolio by adding an 'Image/Video/Audio' module.

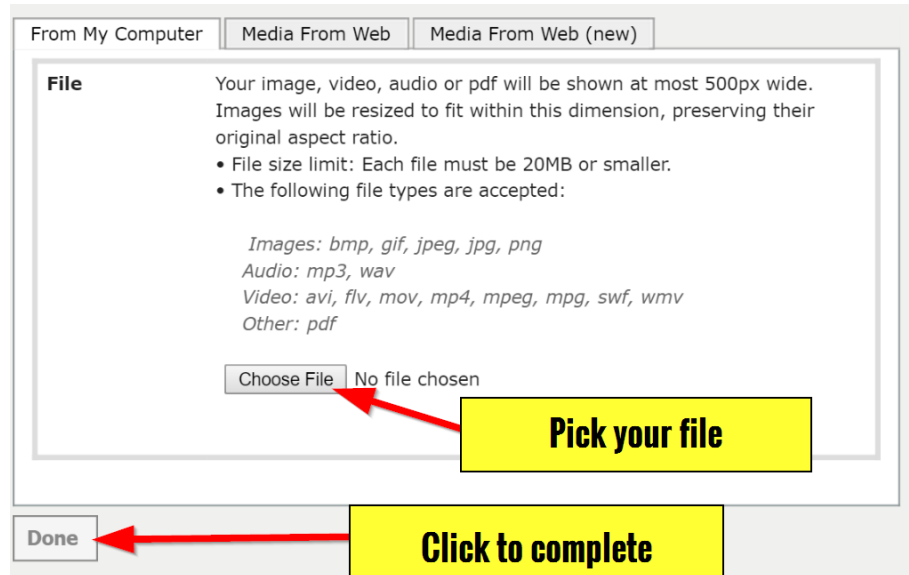
1. Within your e-Portfolio, make sure you are in the 'Edit' mode and click the 'Add a Module' button. Select the 'Image/Video/Audio' option. Then click 'Add this Module.' Your new module should populate on your page.



2. Within the module, select the 'Replace This Media' option.



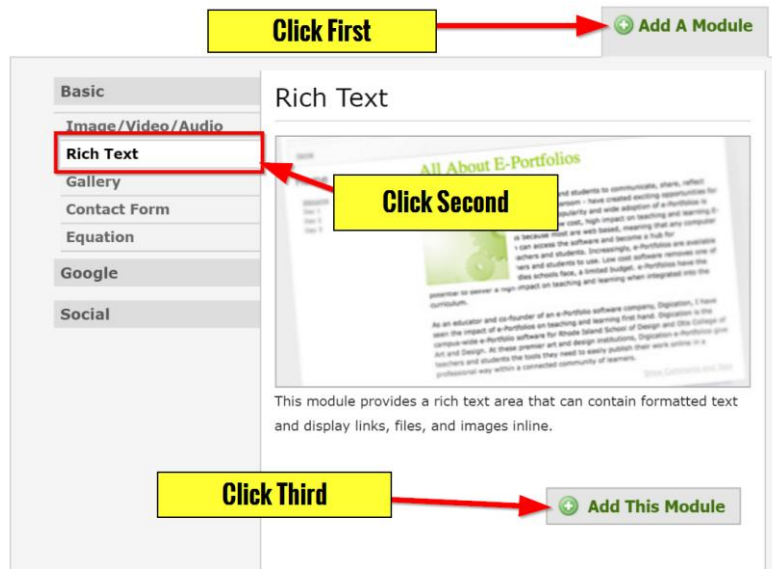
3. Within the pop-up window, click the 'From My Computer' tab. Click 'Choose File' and select your PDF to upload. Click 'Done' when complete and your PDF should appear. Make sure you 'Publish' your page to complete the process.



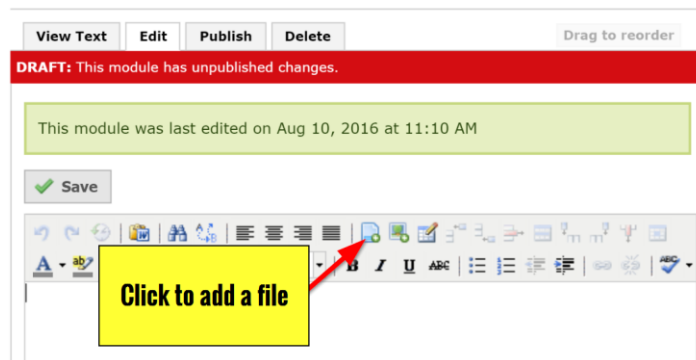
How to Add a Document

It is easy to add a document to your e-Portfolio through a 'Rich Text' module.

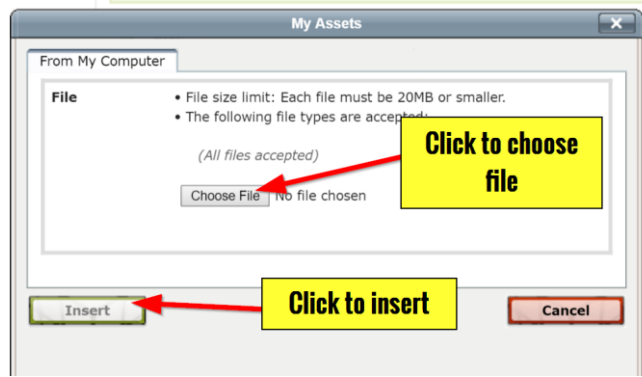
1. Within your e-Portfolio, make sure you are in the 'Edit' mode and click the 'Add a Module' button. Select the 'Rich Text' option. Then click 'Add this Module.' Your new module should populate on your page.



2. Within the module editor, click the 'Add a File' button.



3. Within the pop-up window, click 'Choose File' and select your document. Click 'Insert' to add your file to the e-Portfolio. The document will now appear as a link within your page. Make sure you 'Publish' your page to complete the process.



How to Get Additional Help

If you still have questions about how to add documents in Digication, please contact the ITS Helpdesk by sending an email to helpdesk@tamusa.edu or calling 210-784-4357 (HELP).

Related Documents and Helpful Links

[Digication FAQ](#)

Feedback

We welcome your feedback about this document. Please email ITSFeedback@tamusa.edu or use Twitter [@TAMUSA_ITS](https://twitter.com/TAMUSA_ITS).

Document History

Version	Date	Revision history or Review (Author)
1.0	August 9, 2016	Initial Release (Matt B.)