

1. **Block title:** Provide a title for your text.
2. **Block content:** Write your text. You can include formatting, external images etc.
3. Alternatively, you can also use text from another note that you have already written.
4. **License:** You see this drop-down menu if the site administrator turned on license metadata. Additionally, if you are in an institution, your institution administrator may require you to provide a license. Your default license is displayed. You can set your default license in your account settings. You may choose a different license for each individual artefact.
5. **Advanced licensing:** If you can / must enter license information, you can also provide information about the original licensor and a URL where the original can be found.
6. **Tags:** Enter tags to find your text box more easily at a later stage. Separate your tags with commas. If you already have tags, you can click on the link **Show my tags** and select the ones that you think will fit for this collection as well. They will be entered into the text field for you.
7. **Attachments:** Attach files to a text box as additional evidence for the text you are writing. The following steps show you how to do that.
8. **Files area:** Choose from which files area you would like to select a file:
 - My files: You see all the folders and files that you have created.
 - Group files: You see all the folders and files that you are allowed to publish.
 - Institution files: If you are an institution administrator, you will see institution folders and files.
 - Site files: If you are a site administrator, you will see all site folders and files. Otherwise, you can only see the ones that are in the folder public in the Site files.
9. License information: You see these fields if the site administrator turned on license metadata. Additionally, if you are in an institution, your institution administrator may require you to provide a license.
 - **License:** Your default license is displayed. You can set your default license in your account settings. You may choose a different license for each individual artefact.
 - **Licensor:** If you are uploading a file that somebody else created, you can attribute the work to them here and provide their name for example.
 - **Original URL:** If you are uploading somebody else's file, provide a link to the original Internet address so that others can go there and view the original file.
10. **Upload file:** You do not have to go back to your **Files** area in **Content** in order to upload a file. You can do so directly from this screen.
11. If the site administrator turned on the image resizing option, you can decide whether you want to have your images resized if they are larger than the specified dimensions. This option is recommended to save space in your portfolio.
12. **Folder path:** The breadcrumbs show in which folder you are currently.
13. You can still edit any component of the file, i.e. its file name, description and tags by clicking the **Edit** button.
14. Choose the file or files you wish to display by clicking the **Select** button.
15. You can also still select files (within folders) that have been submitted in another portfolio page.
16. Click the **Remove** button to not display a specific file in this block anymore.
17. **Retractable:** Tick this checkbox if you want to allow users to reduce the block to its heading on a page. The user can click the **Retractable** icon  to just show the heading.
18. **Automatically retract:** Tick this checkbox if you want to show only the block's heading when a user views the page. The user can click the **Retracted** icon  to view the entire block.
19. Click the **Save** button to accept your changes, or click the **Cancel** button to leave the block's content as it is. The **Remove** button is shown only when you place the block into the page for the first time.
20. You can also click the **Close** button  in the top right-hand corner to either remove a newly created block before it is being saved or to cancel any changes and leave the block's content as it is.

6.3.1.2. Re-use text from an existing text box

You can re-use text from other text boxes (a.k.a. Notes) from one page in another.

If you do not make a copy of a text box content and change it, the text is changed in all other instances where this text box is used.

The screenshot shows the 'Text box: Configure' interface with the following elements and callouts:

- 17**: Close button (X) in the top right corner.
- 1**: Block title input field containing 'Paula is social'.
- 8**: 'Make a copy' button in a pink warning banner.
- 7**: Rich text editor toolbar.
- 2**: 'Use content from another text box' button.
- 9**: 'Manage all text box content' link.
- 3**: 'Browse' button in the search section.
- 5**: Search filter dropdown menu.
- 4**: Selected search result 'Paula is social'.
- 6**: Search results pagination controls.
- 10**: License dropdown menu set to 'Creative Commons Attribution Share Alike 3.0'.
- 11**: 'Advanced licensing' link.
- 12**: 'Show my tags' input field.
- 13**: 'Attachments' section header.
- 14**: 'Retractable' checkbox.
- 15**: 'Automatically retract' checkbox.
- 16**: 'Save' and 'Cancel' buttons at the bottom.

The search results list includes:

- Action plan (by Portfolio task force)
- Internship criteria
- Mahara: open source ePortfolio application
- Paula is social (after all) You can find me virtually in many places: Twitter Flickr...
- Publications

The 'Attachments' section shows a table of files:

Name	Description	Tags
commentfiles	Files attached to comments on your portfolio	
images	Image files	
presentations		Submitted
slideshow	Photos for gallery	photos, gallery, travels
book_chapter.html	chapter on ePortfolios	book, eportfolio
Learning resources.pdf	compilation of best resources	resources, links
Mahoodle-updated-en.pdf		
portfolio_bibliography.html	bibliographic references to portfolio articles and books	portfolio, bibliography, research
song.mp3	my first composition	composition, song, music
Teaching with edtech.pdf		edtech, ict, teaching

Configure the **Text box** block by copying text

1. **Block title:** Provide a title for your text. You should only enter it after you selected the text box to re-use as the title of the original text box will be entered.
2. Click the link [Use content from another text box](#) to view all the text boxes to which you have access. These can be:
 - your own notes
 - text boxes from group pages that you can copy
 - text boxes from institution or site pages to which you have access
3. Click [Browse](#) or [Search](#) to find the text box that you want to re-use.
4. All text boxes are listed with their title and the first line. Click the radio button next to the text box that you want to use again.
5. If a text box does not belong to you but a group for example, you see the author next to the text box title.
6. Use the pager to move between your notes if more than 5 are displayed.
7. The content of the text box that you have selected is displayed in the **Block content** box. You can now make changes. **The text will be changed in all other instances where this text box appears.**
8. If you wish to make changes to the text but do not want to change it everywhere else, click the [Make a copy](#) link above the **Block content** in the red box. The text is then retained, but it is treated like a new text box.
9. Click the [Manage all text box content](#) link to be taken to your personal **Notes** to make changes there instead of in an existing text box from this popup window here.
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