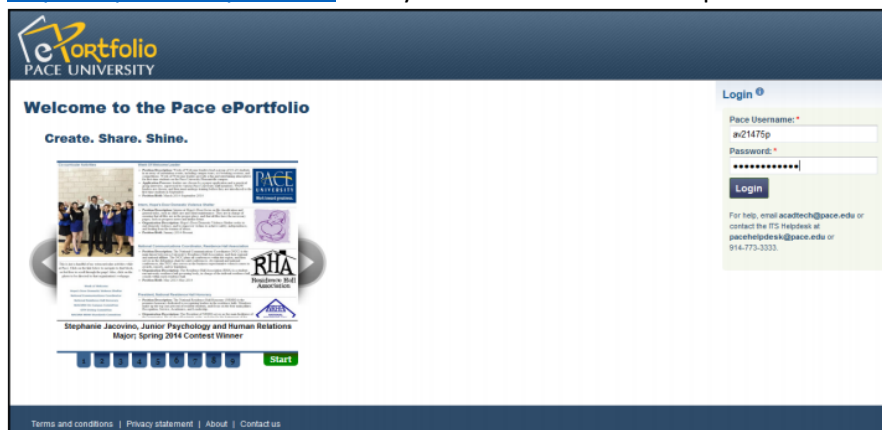




USING THE FILE REPOSITORY

This tutorial will show you how to store content in a private section of your ePortfolio that can later be transferred on any page.

1. Log in to <https://eportfolio.pace.edu> with your Pace username and password.

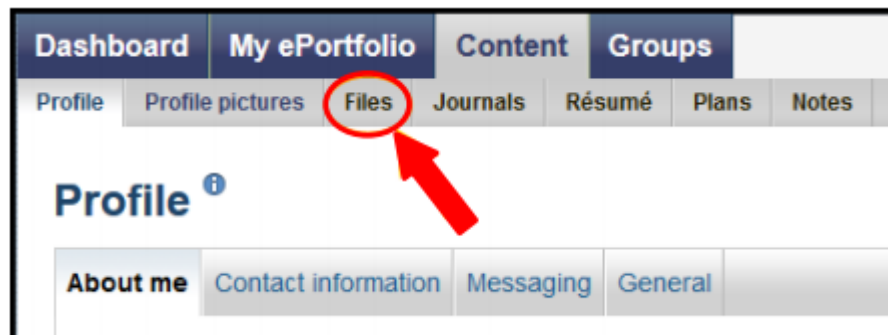


2. Click the **Content** button.

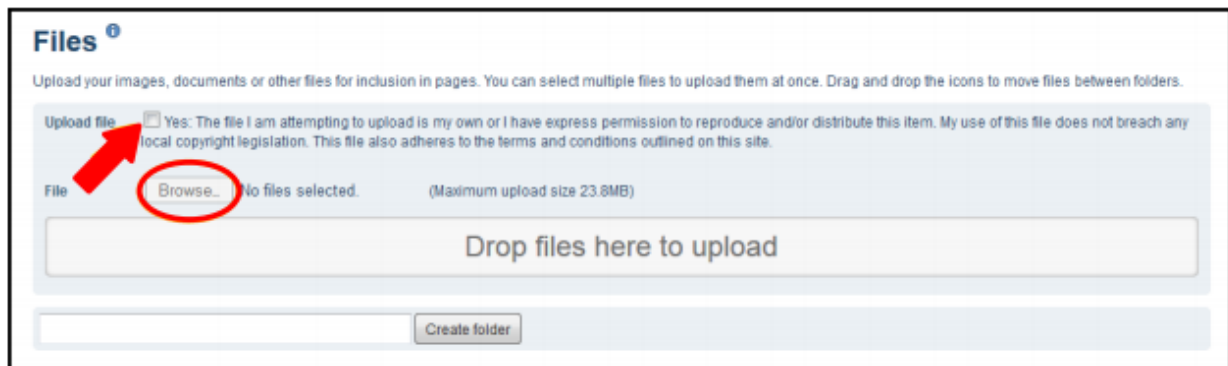




3. Click **Files**.

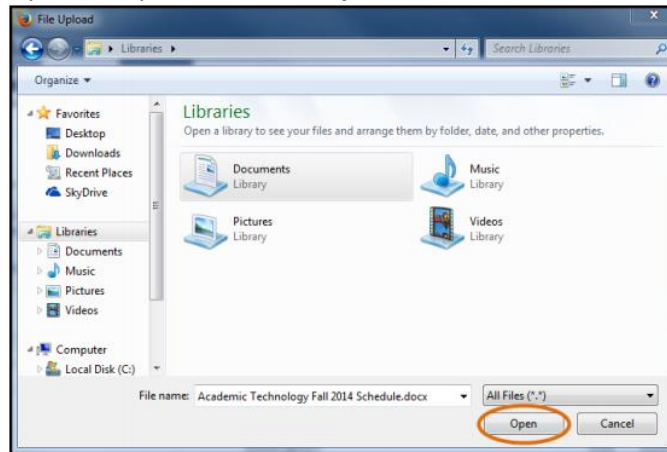


4. To upload a file, check **yes** to the copyright disclaimer to verify that you own the file or have permission to upload it. Then click **Browse**.

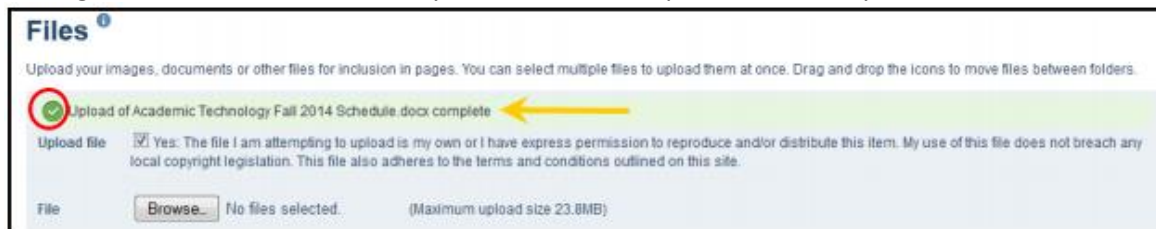




5. Select the file from your computer and click **Open**.



6. A green check will indicate that your file has been uploaded correctly.



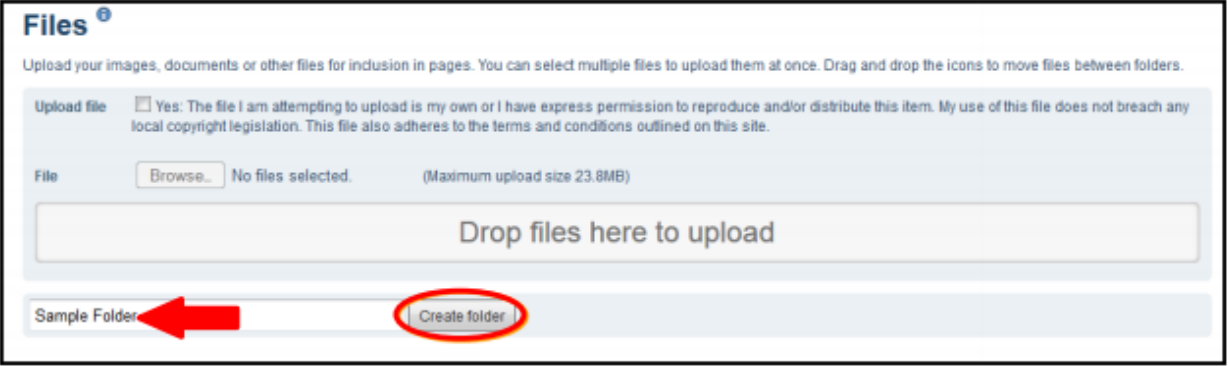
The file will be highlighted in yellow in your files section. Note that the files are listed alphabetically.

Home			
Name	Description	Size	Date
Art of Film - Fall 2011			16/02/2012
English Essays			16/02/2012
Images	Image files		29/08/2012
Learning Community - Fall 2010			16/02/2012
1024_colgate-palmolive-proxy2013_0001__1.gif		5.4K	16/10/2013
31398a37aee1ed67_tumblr_ms48j1ay6w1qh9nfo1_500.xoxlarge.gif		733.2K	25/09/2013
382478_10150937461072341_1258871264_n.jpg		135.4K	06/12/2013
536590_549860851707141_1840844885_n.jpg		48.6K	06/12/2013
Academic Technology Fall 2014 Schedule.docx		32.8K	05/09/2014
AmandaFinalHW - Computer.m4v		15.7M	11/12/2013
AmandaFinalSteadicam1.mov		253b	11/12/2013





- To create a folder, type the name of the folder in the text box below the browser button. Click **Create folder**.



Files

Upload your images, documents or other files for inclusion in pages. You can select multiple files to upload them at once. Drag and drop the icons to move files between folders.

Upload file ☐ Yes: The file I am attempting to upload is my own or I have express permission to reproduce and/or distribute this item. My use of this file does not breach any local copyright legislation. This file also adheres to the terms and conditions outlined on this site.

File No files selected. (Maximum upload size 23.8MB)

Drop files here to upload

Sample Folder

- To move files into this folder, drag them by the icon into the folder icon.



Name	Description	Size	Date
Art of Film - Fall 2011			16/02/2012
English Essays			16/02/2012
images	Image files		29/08/2012
Learning Community - Fall 2010			16/02/2012
Sample Folder			05/09/2014
1024_colgate-palmolive-proxy2013_0001__1.gif		5.4K	16/10/2013
31398a37aee1ed67_tumblr_ms48j1ay6w1qh9nffo1_500.xxlarge.gif		733.2K	25/09/2013
382478_10150937461072341_1258871264_n.jpg		135.4K	06/12/2013
536590_549860851707141_1840844885_n.jpg		48.6K	06/12/2013
Academic Technology Fall 2014 Schedule.docx		32.8K	05/09/2014

****Note that your "Files" section is only accessible to you. However, you can share these files by uploading them on any of your ePortfolio pages.**

My Notes: