

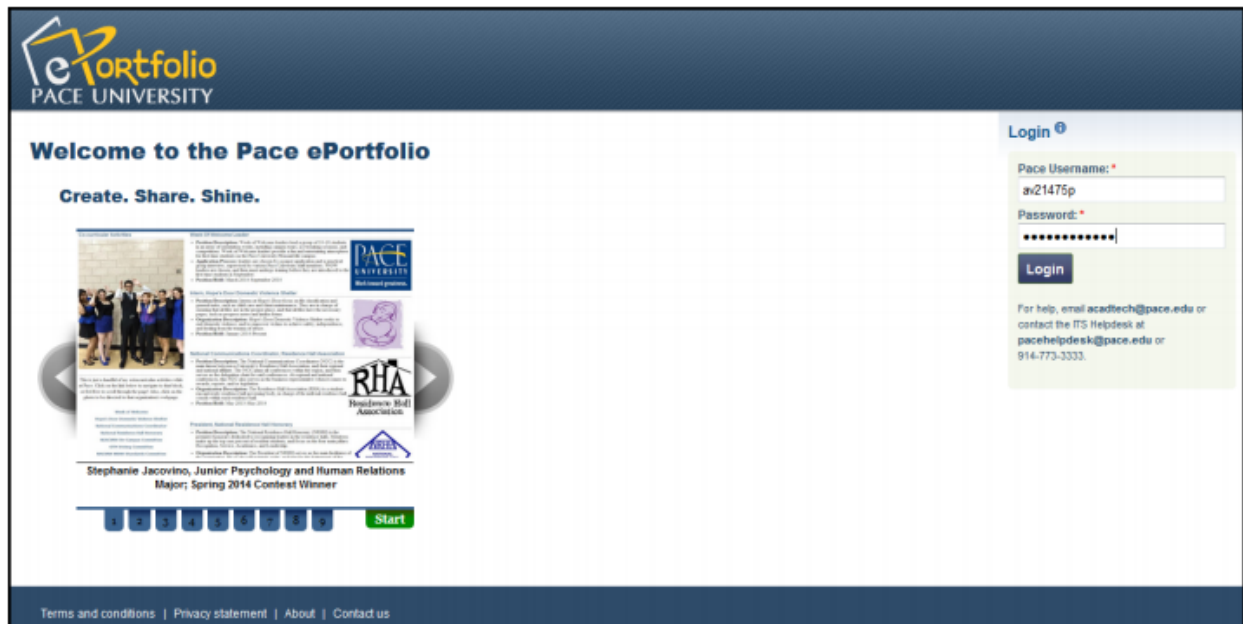
## TUTORIAL

# EDITING CONTENT

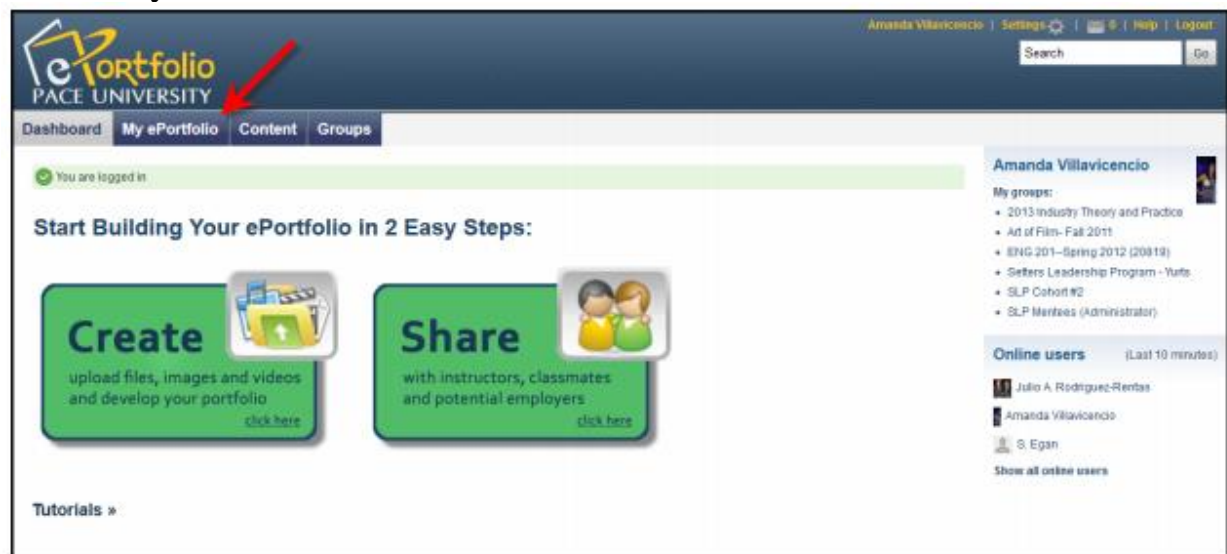
This tutorial will show you how to edit content blocks in your ePortfolio pages.

<http://www.help.pace.edu> PLV: 914 773 3338 NYC: 212 346 1583

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



2. Click **My ePortfolio**.

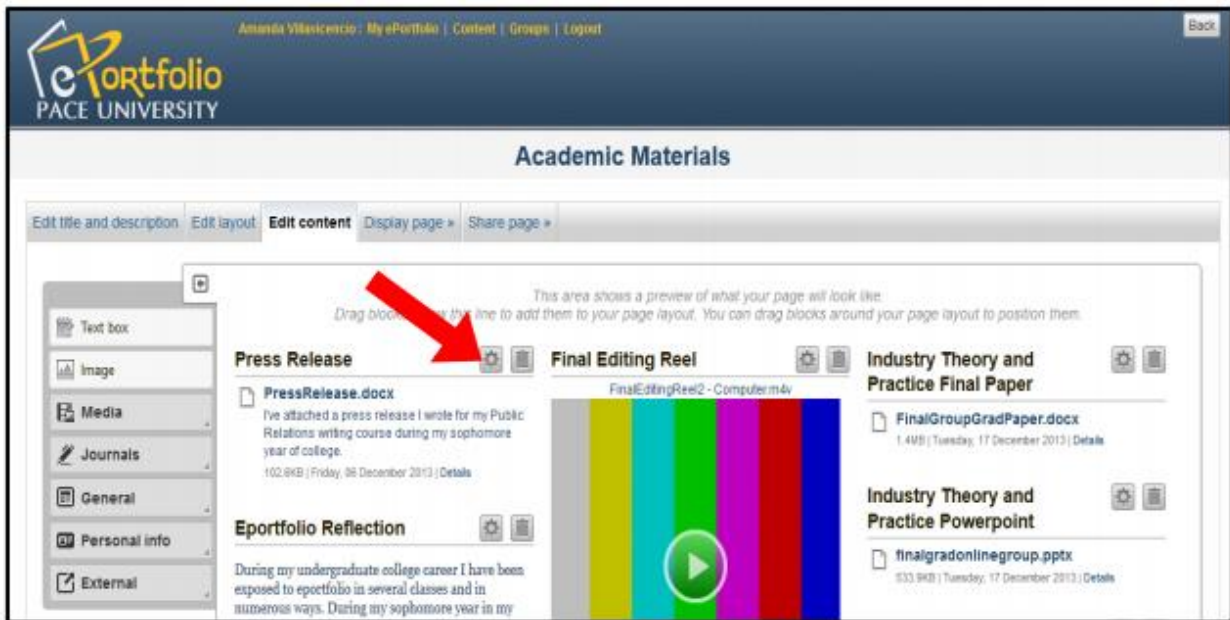


## TUTORIAL

- Under the **Pages** sub-tab, select the gray pencil icon, next to the desired page where you wish to edit.



- Click the settings icon “” in the corner of the content box you wish to edit.



## TUTORIAL

- A dialog box will appear allowing you to edit your content. Click **Save** when finished.

**Text box: Configure**

Block title  
Text box

Block content

Font Family | Font Size | Paragraph

Path: p

Use content from another text box

Tags  
Show my tags

Enter comma-separated tags for this item. Items tagged with 'profile' are displayed in your sidebar.

Attachments  
No files found

My files | Group files | Institution files | Site files

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)

**Home**

Name	Description	Tags
Art of Film - Fall 2011		
English Essays		
Images	Image files	
Learning Community - Fall 2010		

Download folder content as a zip file

Retractable

Select to allow this block to be retracted when the header is clicked.

Automatically retract

Select to automatically retract this block.

### My Notes: