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MANAGING YOUR FILES

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

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

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



2. Click the **Content** button.



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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**.

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.
Prie Browse, No mes selected. (Maximum uproad size 23.0MB)
Drop files here to upload
Create folder

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



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

Files ⁰				
Upload your im	nages, documents or other files for inclusio	n in pages. You can select multiple files to upload them at once. Drag and drop the icons to move files between folders.		
Oupload	of Academic Technology Fall 2014 Schedul	e. docx.complete		
Upload file	V. 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 an local copyright legislation. This file also adheres to the terms and conditions outlined on this site.			
File	Browse. No files selected.	(Maximum upload size 23.8MB)		

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

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	Name	Description	Size	Date	
=	Art of Film - Fall 2011			16/02/2012 📝 间	j
-	English Essays			16/02/2012	j
=	images	Image files		29/08/2012	j
=	Learning Community - Fall 2010			16/02/2012	j
	1024_colgate-palmolive-proxy2013_00011.gif		5.4K	16/10/2013 🖉 📋	
	31398a37aee1ed67_tumblr_ms48j1ay6w1qh9nffo1_500.xxxlarge.gif		733.2K	25/09/2013	
14	382478_10150937461072341_1258871264_n.jpg		135.4K	06/12/2013	j
P	536590_549860851707141_1840844885_n.jpg		48.6K	06/12/2013 🖉 📋	j
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<u> </u>	AmandaFinalHW - Computer.m4v		15.7M	11/12/2013 📝 🧵	j
Щ+	AmandaFinalSteadicam1.mov		253b	11/12/2013	1

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

es between folders.				
load 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.				

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

ff Home								
	Name	Description	Size	Date				
	Art of Film - Fall 2011			16/02/2012		Î		
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**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.

