

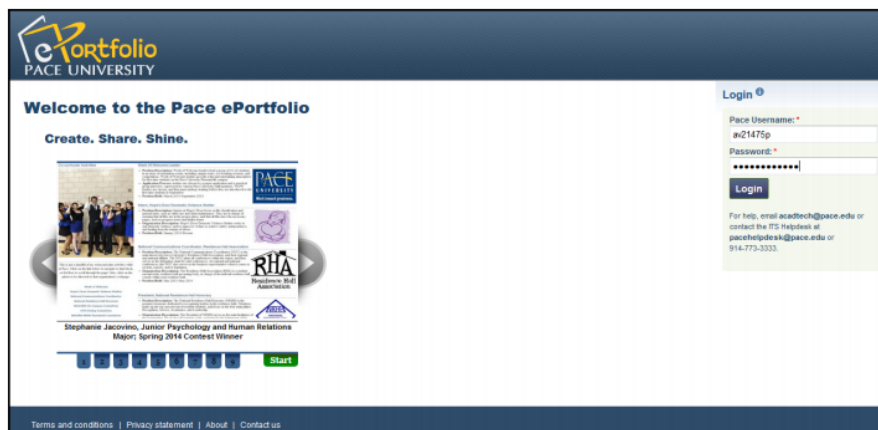
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MANAGING YOUR FILES

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 <https://eportfolio.pace.edu> with your Pace username and password.

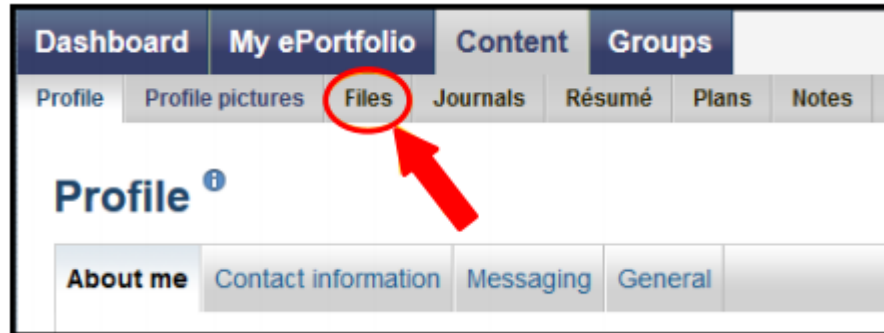


2. Click the **Content** button.

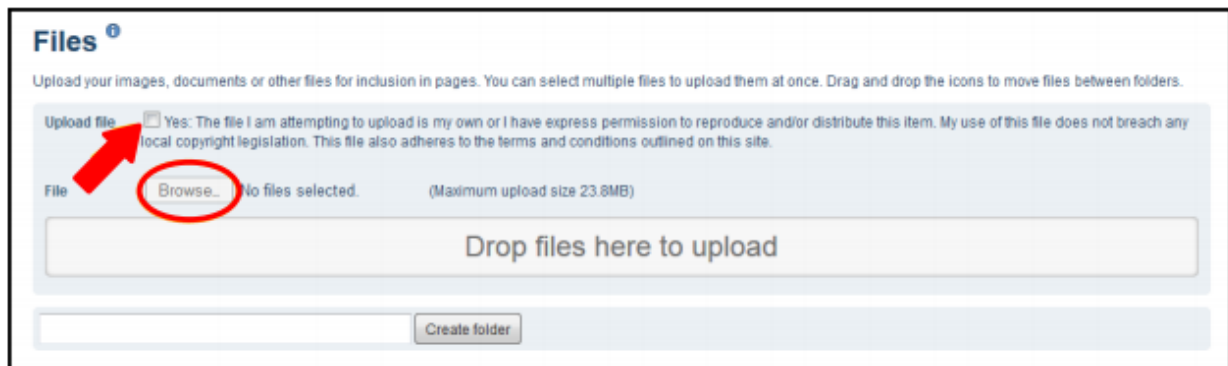


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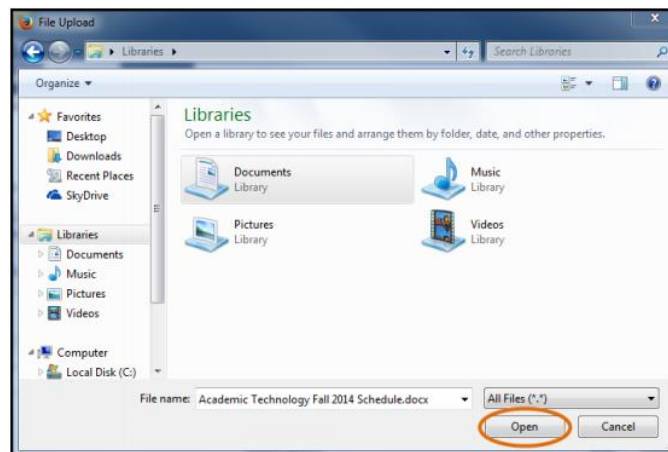
3. Click **Files**.



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**.

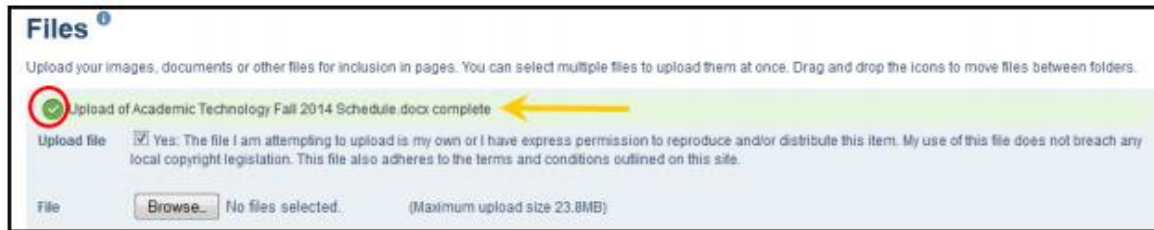


5. Select the file from your computer and click **Open**.

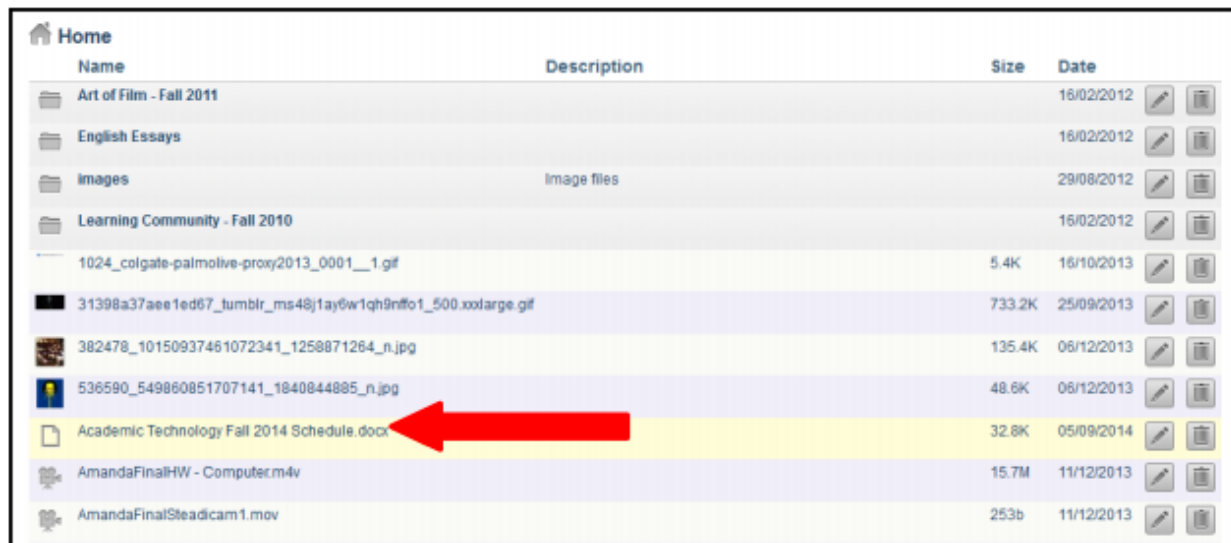


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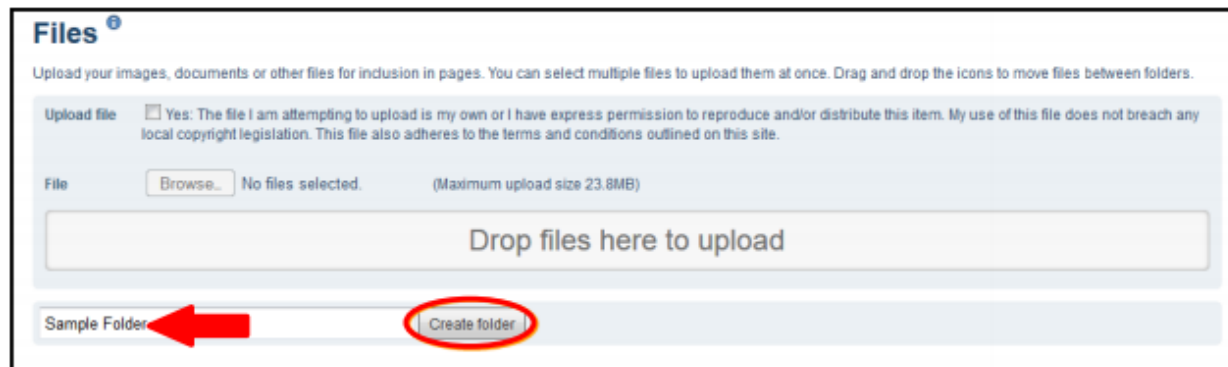
6. A green check will indicate that your file has been uploaded correctly.



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



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



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



**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: