



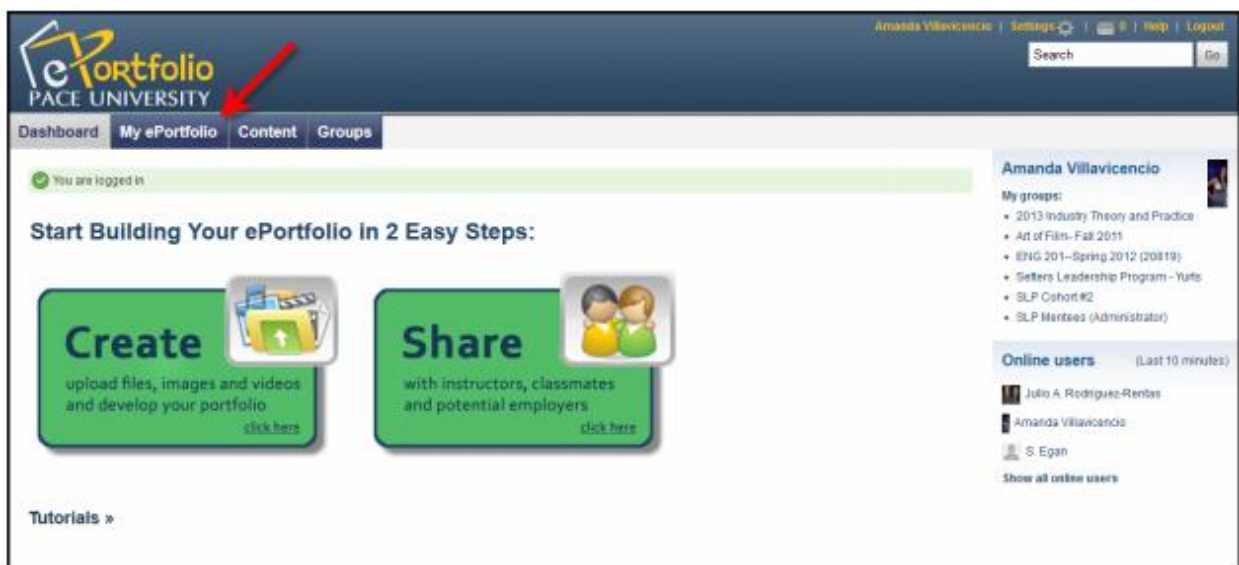
ADD CONTENT

This tutorial will show you how to add content to your ePortfolio pages.

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

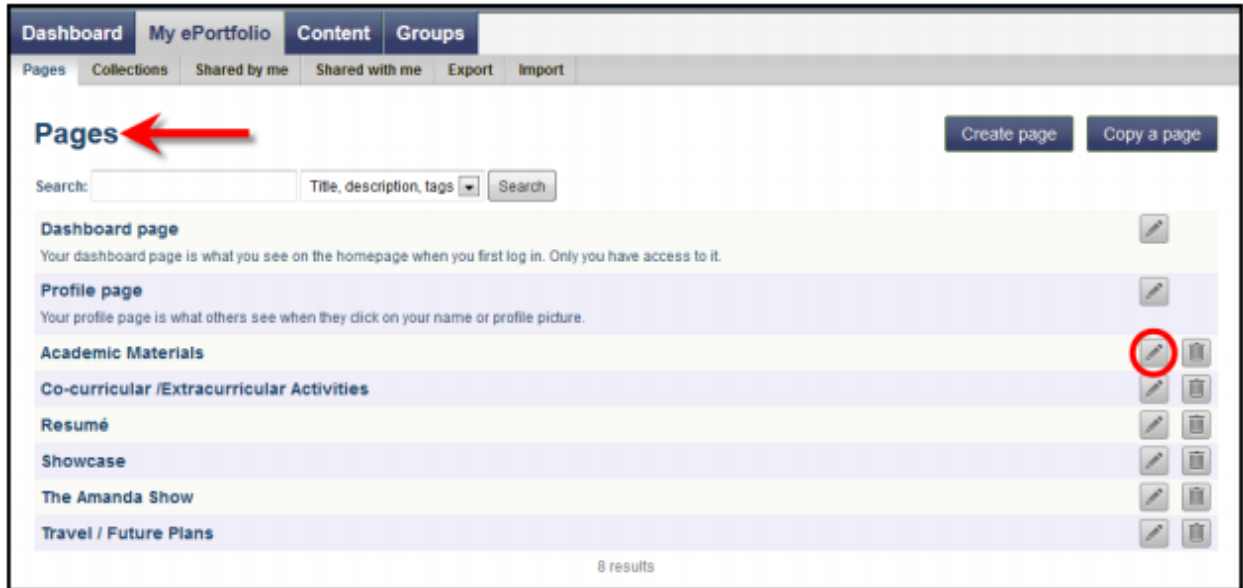


2. Click **My ePortfolio**.

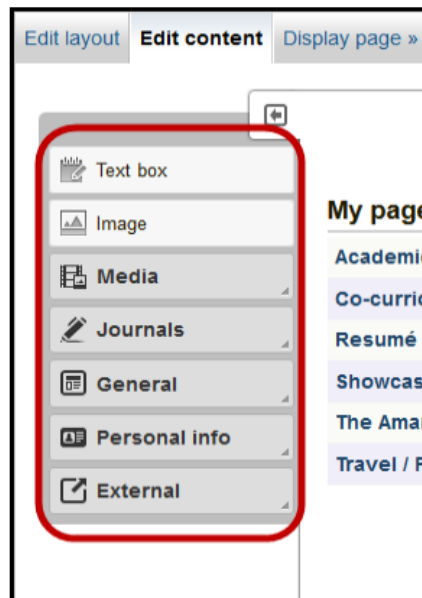




- Under the **Pages** sub-tab, select the gray pencil icon next to the page where you wish to add content.



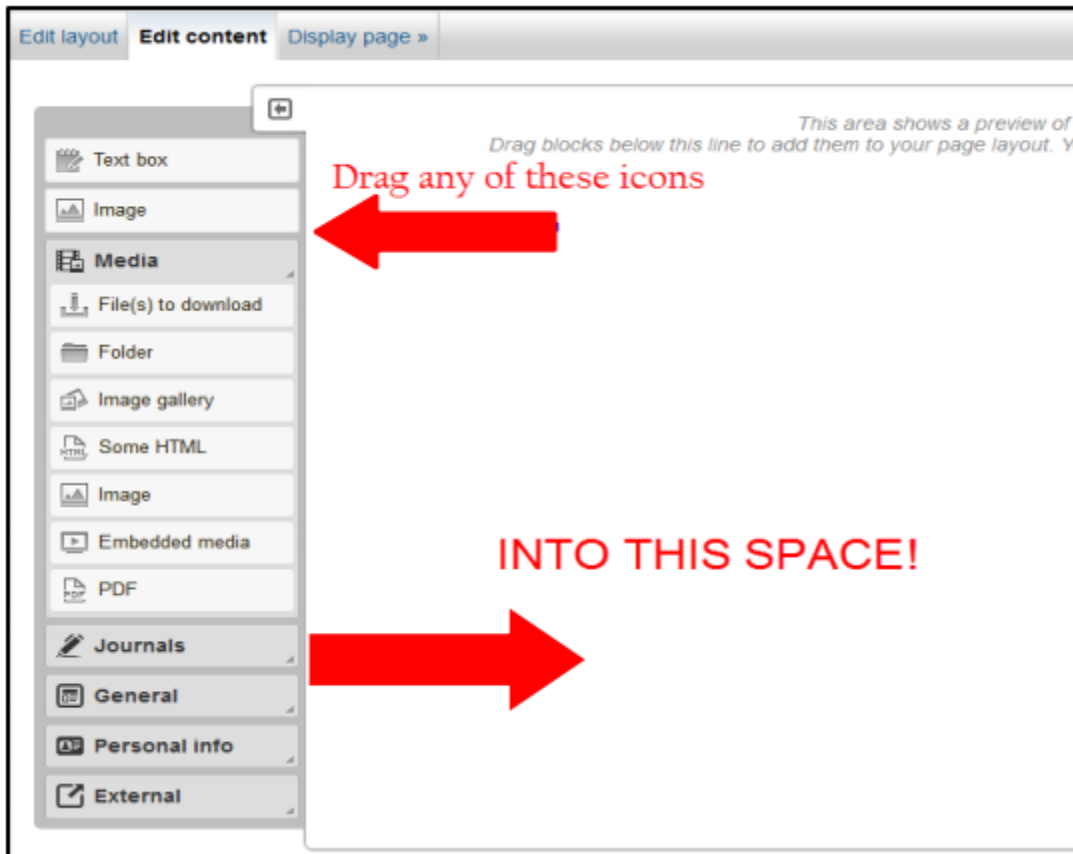
- From the menu on the right, choose a content block. Content block types include files, images and videos.





ePORTFOLIO

5. Drag and drop the icon you chose onto your page.





6. Each content box will prompt you to either enter information (such as text or a URL) or upload a document such as a photo, paper, or presentation. For example: for the **File(s) to download** icon, under the **Files, images and video** tab:
 - a. Enter the title under **Box Title**
 - b. Check the **Yes** box for the copyright disclaimer
 - c. Browse for a file in your computer to upload or choose from files previously uploaded in your files section
 - d. Check **Retractable** box if you want this block to be retractable on the page.
 - e. Remember to click **Save** at the bottom!

File(s) to download: Configure X

Block title

File(s) to download A

Files

No files found

B. 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 C. No files selected. (Maximum upload size 23.8MB)

Home

Name	Description	Tags
wordle.jpg		<input type="button" value="Select"/>
WPAW-Final.docx	I've attached an article I wrote about the Pace radio station of Pleasantville, WPAW. I wrote this article for my print media course during my sophomore year of college.	<input type="button" value="Select"/>

Download folder content as a zip file

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

Automatically retract E. Select to automatically retract this block.

My Notes: