

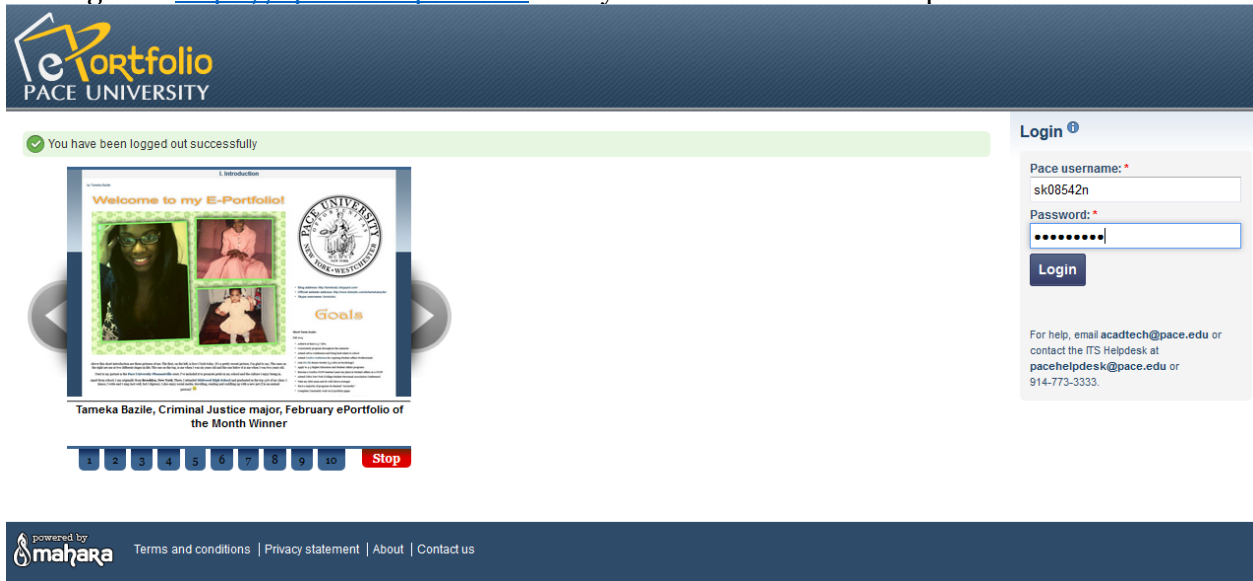
TUTORIAL

EDIT CONTENT

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

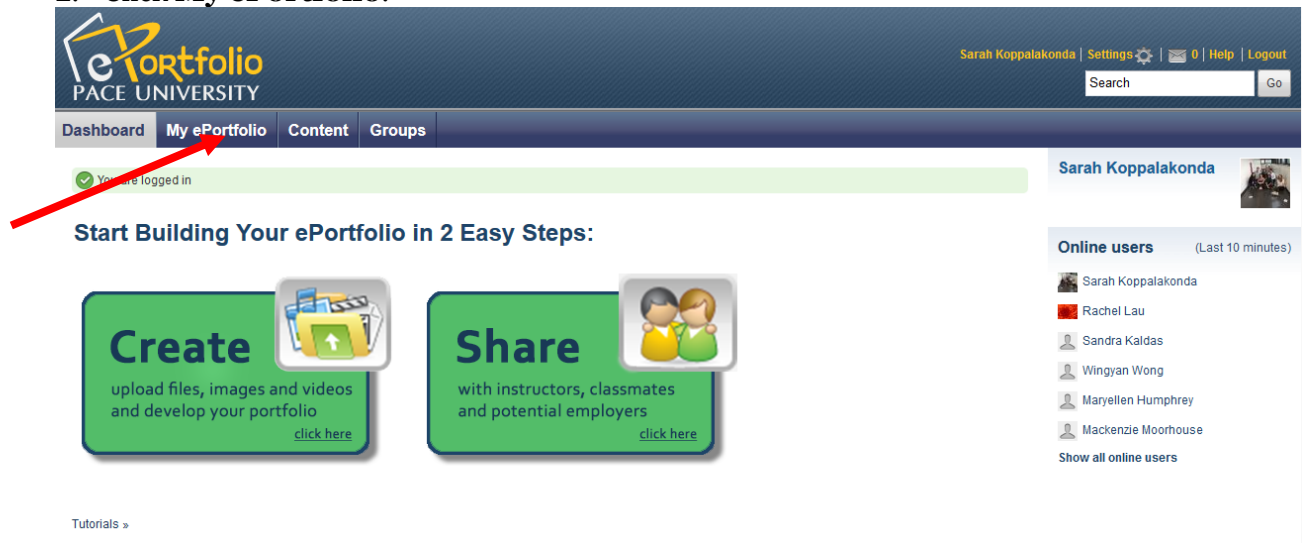
<http://www.help.pace.edu> PLV: 914 773 3338 NYC: 212 346 1583

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



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2. Click **My ePortfolio**.



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

Dashboard My ePortfolio **Content** Groups

Pages Collections Shared by me Shared with me Export Import

Pages 1 Create page Copy a page

Search: Title, description, tags Sort by: Search

- Dashboard page
- Profile page
- Academic Materials
- Co-curricular /Extracurricular Activities
- Introduction
- Living the American Dream**
- Professional Preparation/Resumé
- Recommendations
- Rubrics
- Test
- UNV-101

Maximum items per page: 20
11 results

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

Living the American Dream

Edit title and description Edit layout **Edit content** Display page » Share page »

This area shows a preview of what your page will look like.
Drag blocks below this line to add them to your page layout. You can drag blocks around your page layout

- Joan of Arc- Jules Bastien-Lepage
- Passion for Travelling**
- Exploring Singapore
- The Lady in Green ;p
- Cultural Exchange- University of Burgundy
- On my trip to Guinea :D

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

The screenshot shows a web page editor with a modal dialog box titled "Passion for Travelling: Configure". The dialog box contains the following elements:

- Block title:** A text input field containing "Passion for Travelling".
- Block content:** A rich text editor with a toolbar (Paragraph, Bold, Italic, Bulleted List, Numbered List, Link, Unlink, Image, Undo, Redo) and a text area containing the text: "You can call me a travel buff!! I even sit through the pain of flying nonstop for 33 hours with breaks. I have been to Papua New Guinea, Malaysia, Singapore, Brazil and India(Ofcourse) till date. Woohoo!! I'm planning to go on a humanitarian trip to Ethiopia, Africa this April (Hope it works!!)."
- Retractable:** A dropdown menu set to "No". Below it is the text: "Select to allow this block to be retracted when the header is clicked."
- Buttons:** "Save" and "Cancel" buttons.

My Notes: