

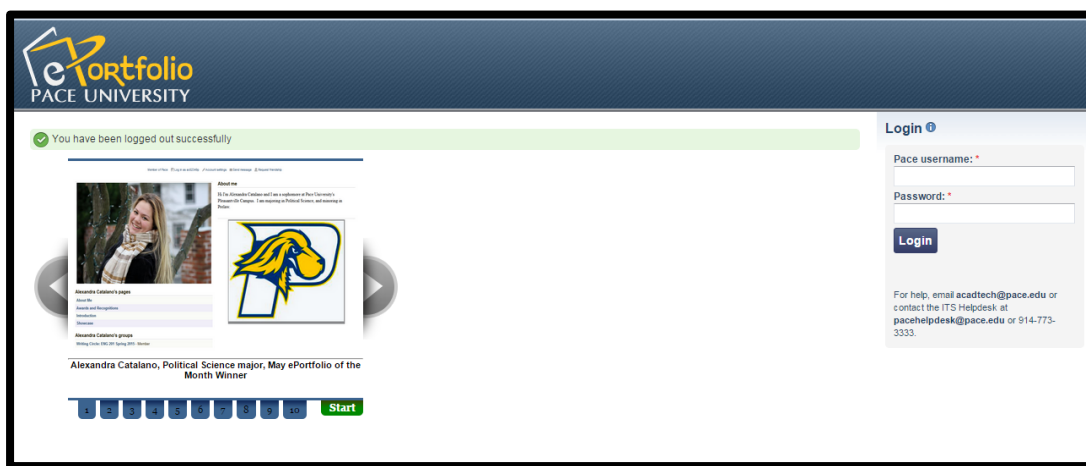
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MANAGING YOUR FILES

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

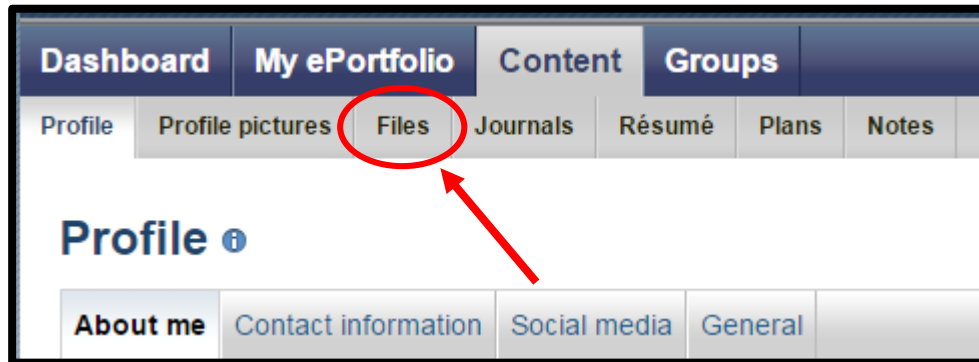


2. Click the **Content** button.

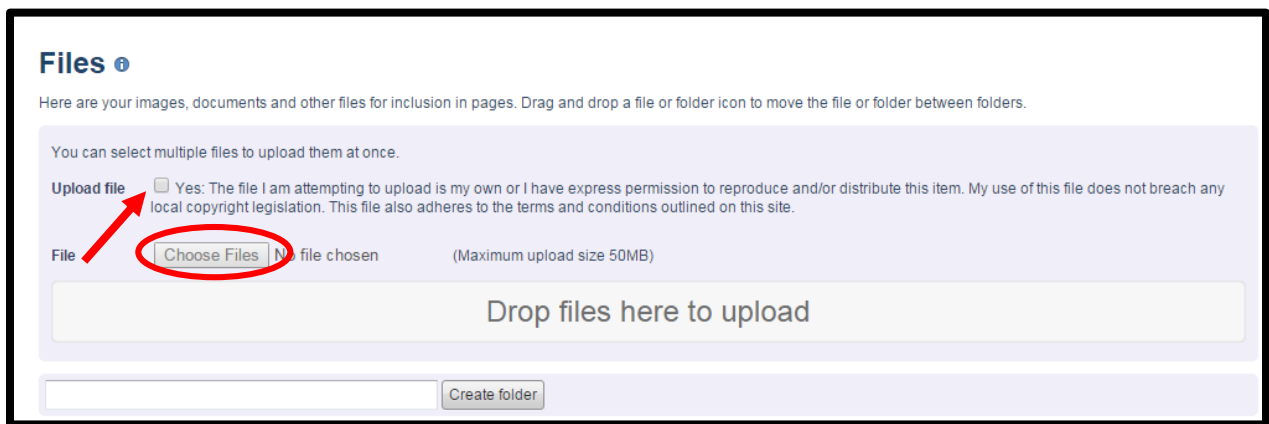


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3. Click **Files**.

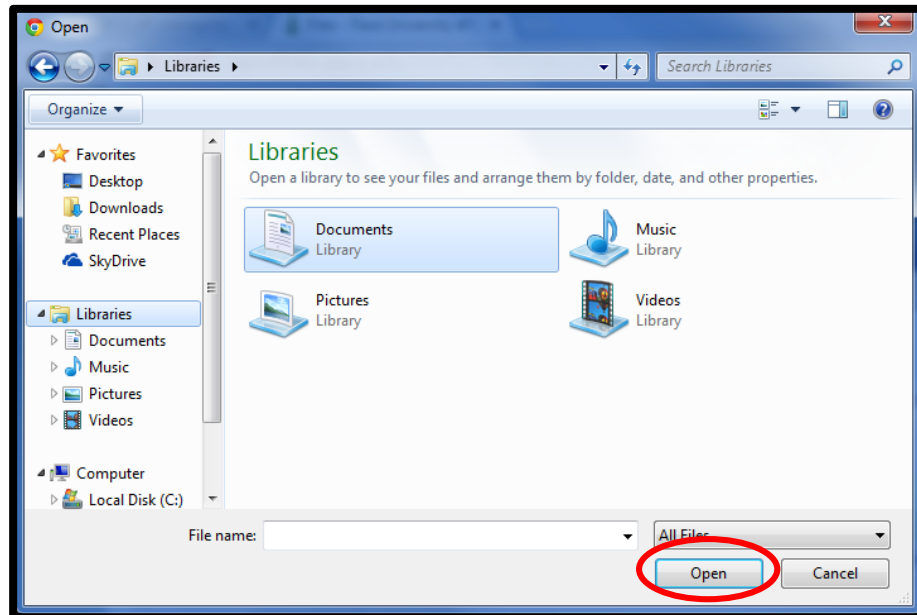


4. To upload a file, check the box next to **Upload File** to verify that you own the file or have permission to upload it. Then click **Choose Files**.

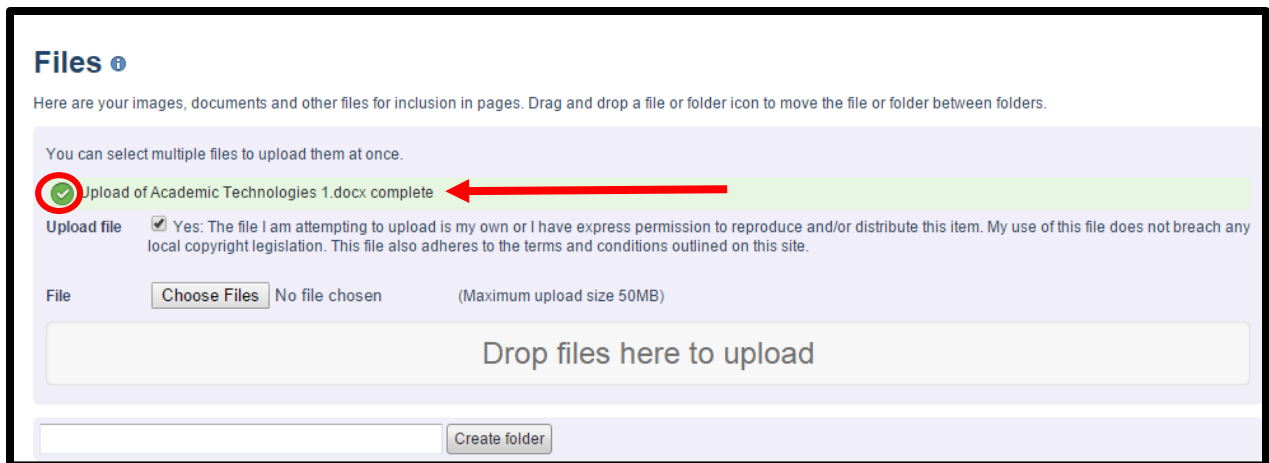


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5. Select the file from your computer and click **Open**.



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



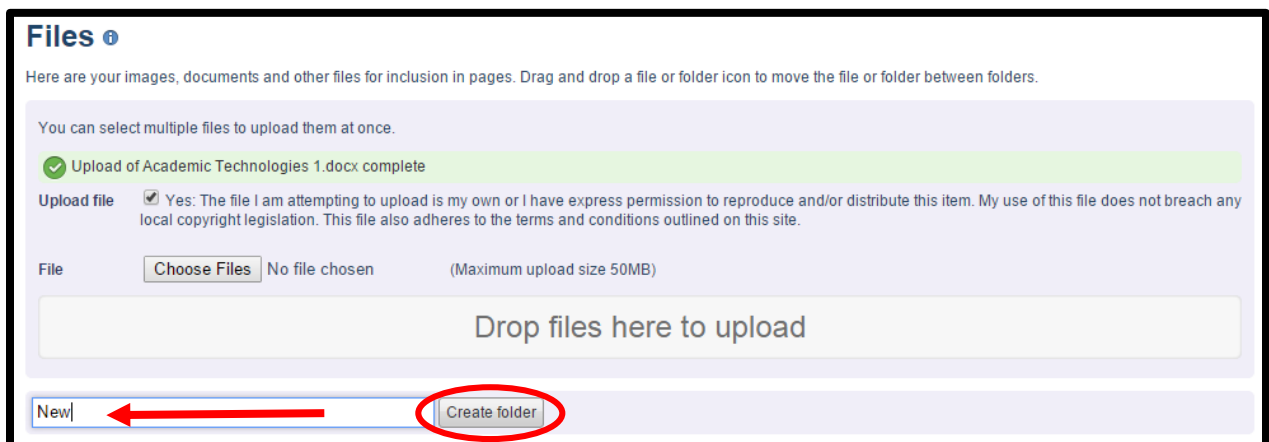
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The file will be highlighted in yellow in your files section. Note that the files are listed alphabetically.



Home	Name	Description	Size	Date	
	Addendum			16/09/2014	
	Curriculum Vitae			16/09/2014	
	Executive Summary			16/09/2014	
	Greece and Cyprus			09/10/2014	
	Professional/Practicum Portfolio			16/09/2014	
	Scholarship/Research Portfolio			16/09/2014	
	Service Portfolio			16/09/2014	
	Teaching Portfolio			16/09/2014	
	theme			27/02/2013	
	viewfiles	Files from copied pages		15/09/2014	
	_rels			27/02/2013	
	"The Dead"		196.4K	07/02/2013	
	01 Besitos.m4a		8.7M	10/04/2014	
	04 Caraphernelia.m4a		8.8M	10/04/2014	
	5 books.png		271.4K	16/10/2013	
	2016.jpg		7.3K	23/04/2013	
	Academic Technologies 1.docx		11.1K	24/09/2015	
	antigone.1.docx	Paper about the Greek Drama Antigone	18.5K	18/09/2014	
	antigone.2.docx	paper on the Greek Drama Antigone	18.5K	18/09/2014	
	antigone.3.docx		18.9K	07/05/2013	
	antigone.docx		18.5K	04/04/2013	
	APA Powerpoint OWL Purdue.ppt		476K	16/09/2013	
	Athena	Statue of Athena	977.9K	07/10/2014	
	Baby Bat		95.8K	21/10/2013	

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



Files

Here are your images, documents and other files for inclusion in pages. Drag and drop a file or folder icon to move the file or folder between folders.

You can select multiple files to upload them at once.

✓ Upload of Academic Technologies 1.docx complete

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 file chosen (Maximum upload size 50MB)

Drop files here to upload

New

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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: