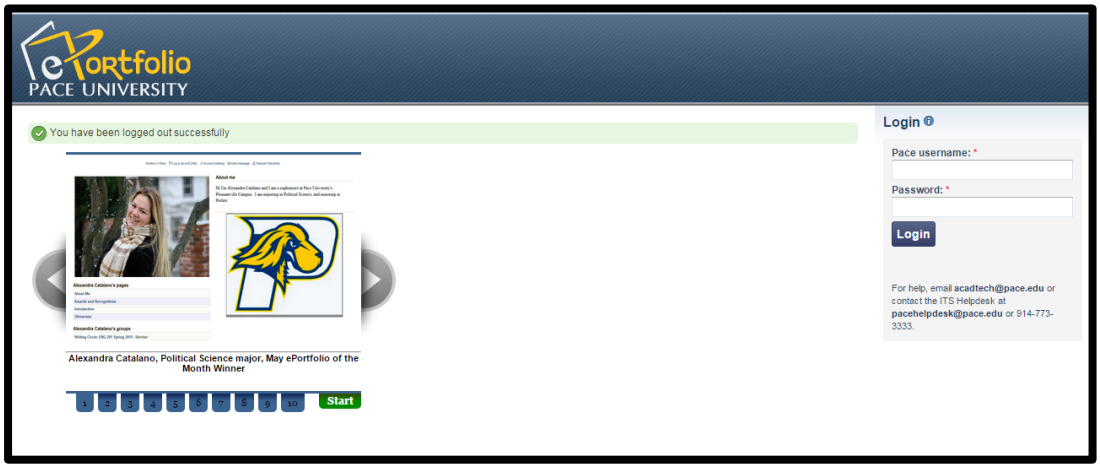
TUTORIAL

MANAGING YOUR FILES

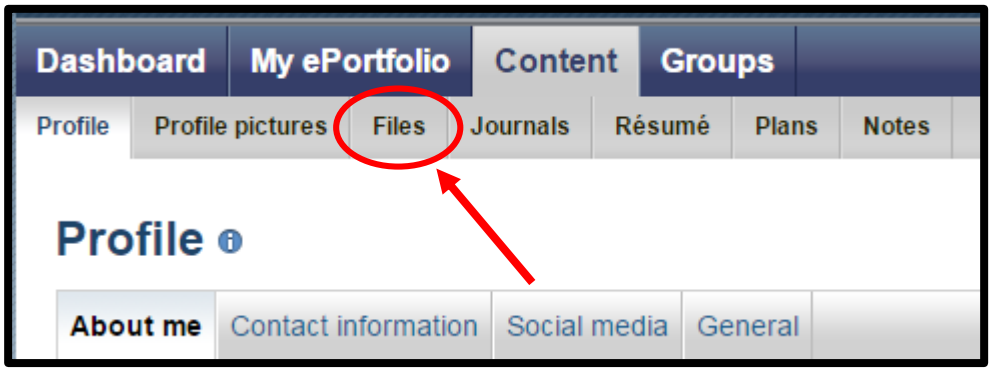
This tutorial will show you how to store content in a private section of your ePortfolio that can later be transferred on any page.

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

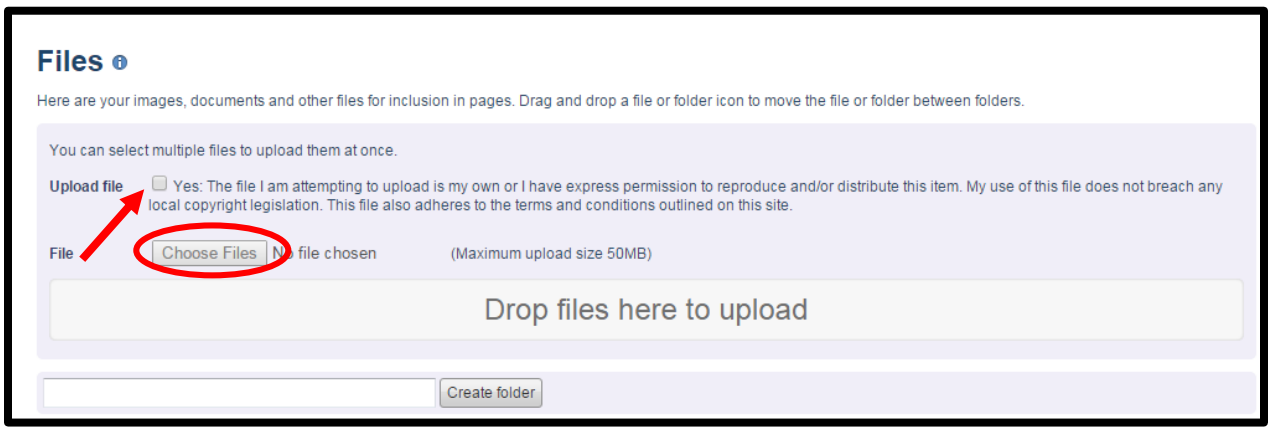


2. Click the **Content** button.

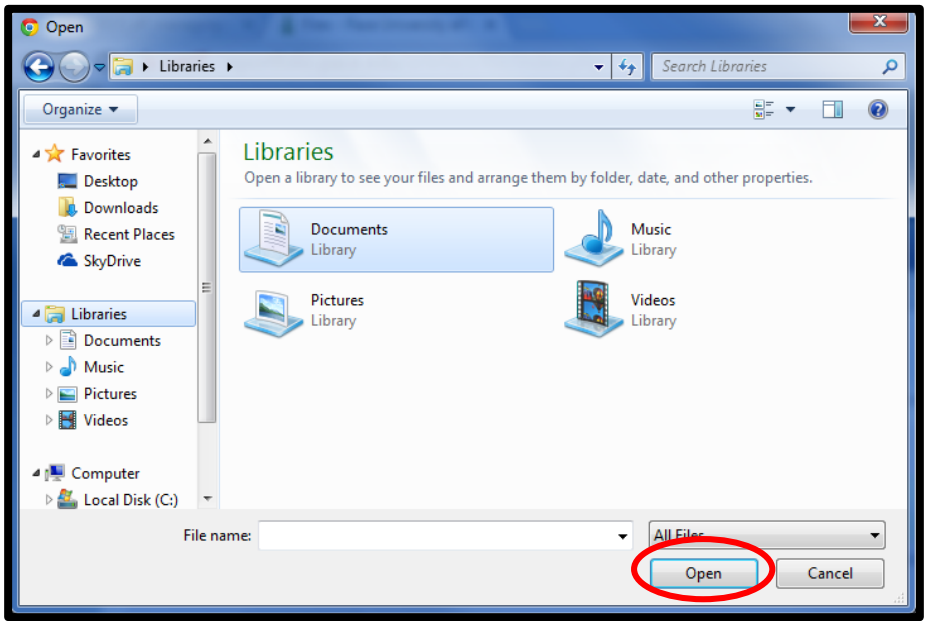
3. Click **Files.**



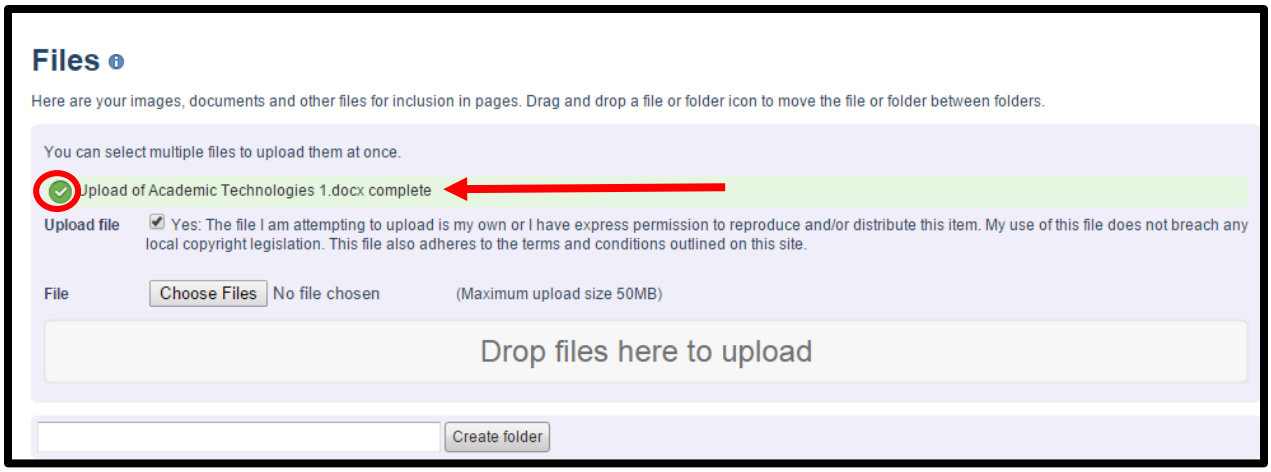
4. To upload a file, check the box next to **Upload File** to verify that you own the file or have permission to upload it. Then click **Choose Files**.



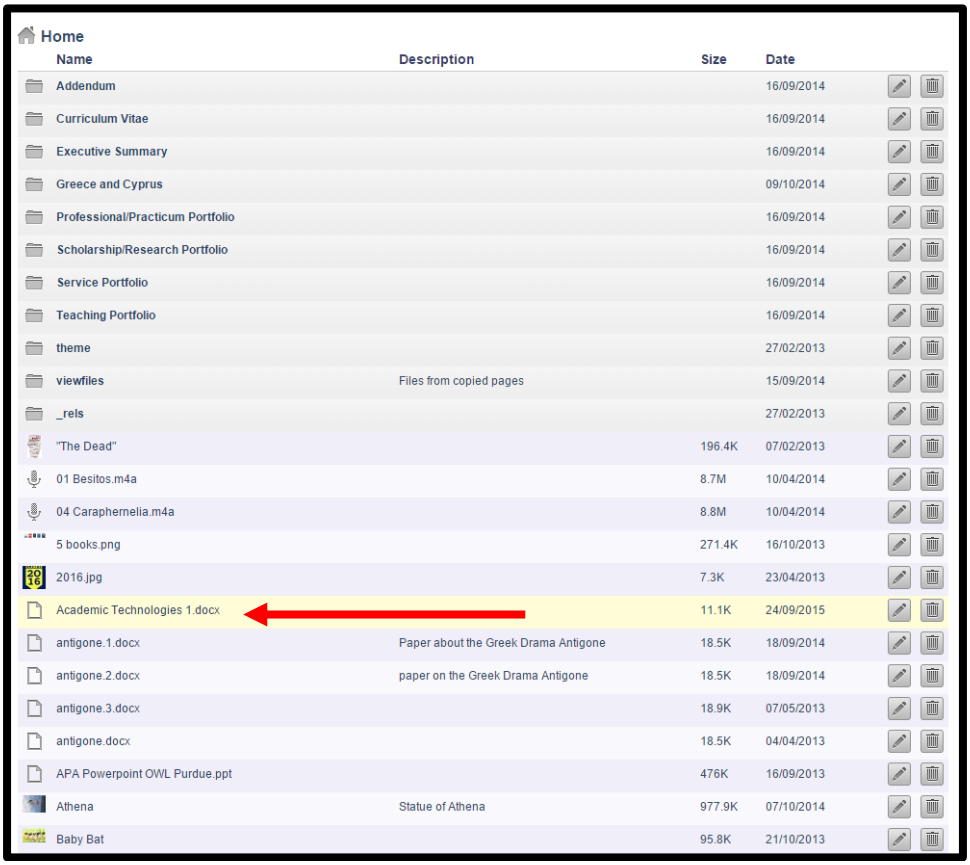
5. Select the file from your computer and click **Open**.



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



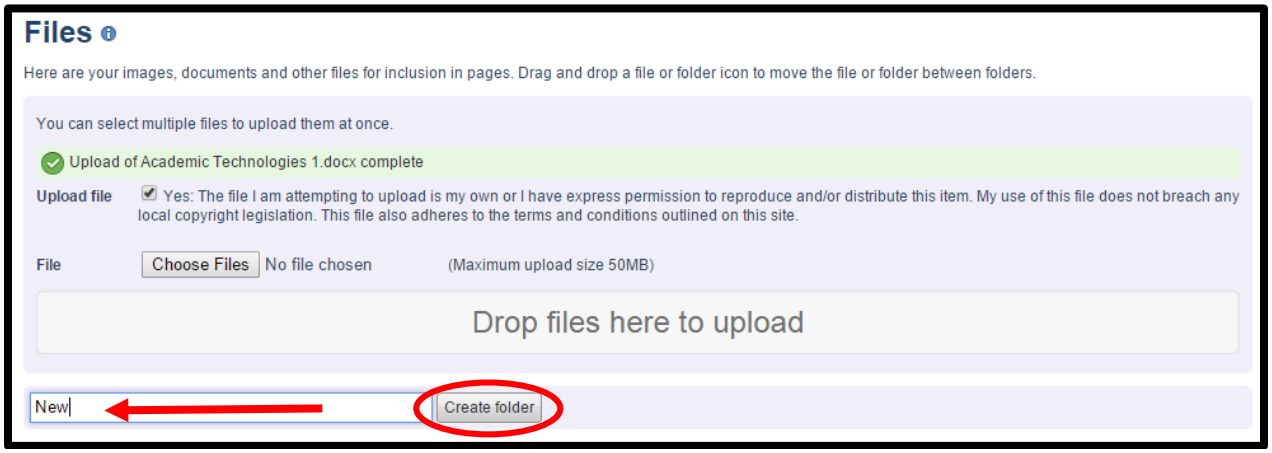
The file will be highlighted in yellow in your files section. Note that the files are listed alphabetically.



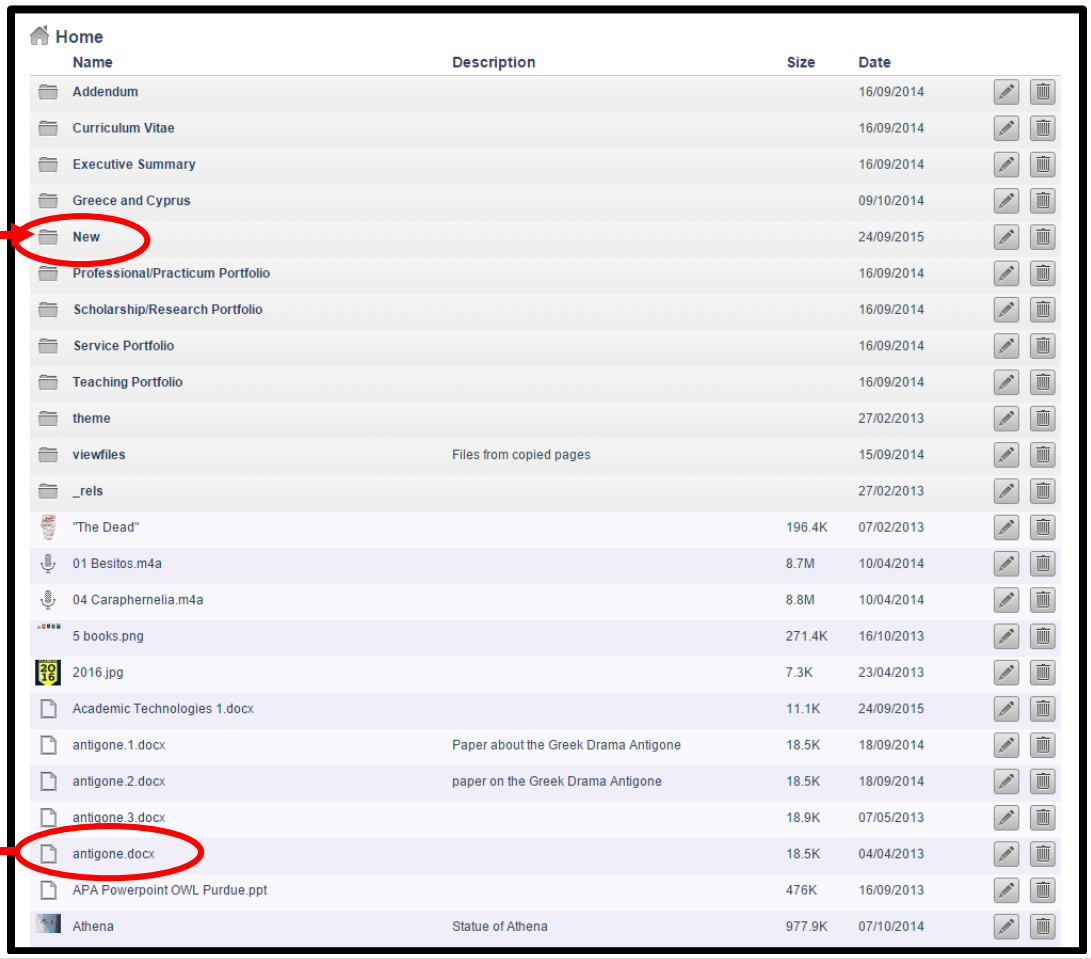
Home

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**.



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.