

# Upload File

Upload file allows you to upload files directly into your ePortfolio. These may be files that support the self-audits, checklists, abilities, or the achievements you have recorded, and may wish to share with others in the future as part of a Webfolio or CV

Click the **upload file** button and you will see 4 options.

- Single File
- Multiple Files
- Gallery
- Web site



This help takes you through uploading a single file. To view other options click on the links at the bottom of this page.

## Single File.

To upload a single file, click the option in the menu to bring up a new pad.

In the pad that opens there are areas to add a **Title**, select a **Tag** and add a **Description** for your file.

The tag drop down box contains your five most popular tags. More tags can be added at the final stage of the creation process.

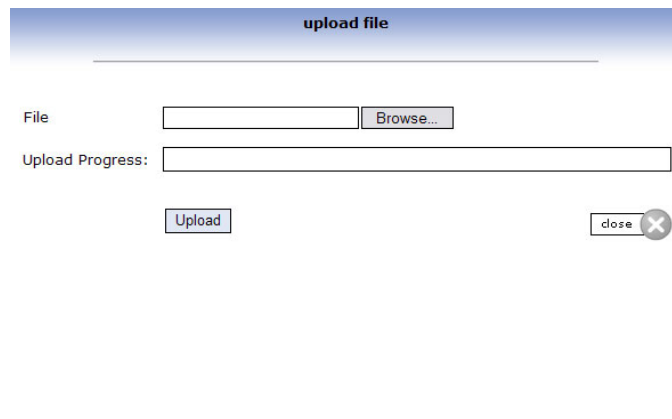
Once the information has been filled in click on **upload file** icon, on the bottom right of the page.

A new window will open to allow you to chose the file you wish to upload.

Clicking on **Browse** will open a new window to find the file on your computer



Once you have found the file click **open**. This will take you back to the upload window, now you can click **Upload**



Once the upload is complete, click the **save** icon on the initial page.

- Click either the **number 2** button or the **next arrow** on the navigation bar to move to the final stage where you can choose to do a number of things with the **file** asset you have just added:
- view it;
- send it to a Person, Gateway, Blog or Printer;
- add an End Note;
- add/edit a Link;
- tag it

You can also simply click on the **tick button** to save and close your asset.