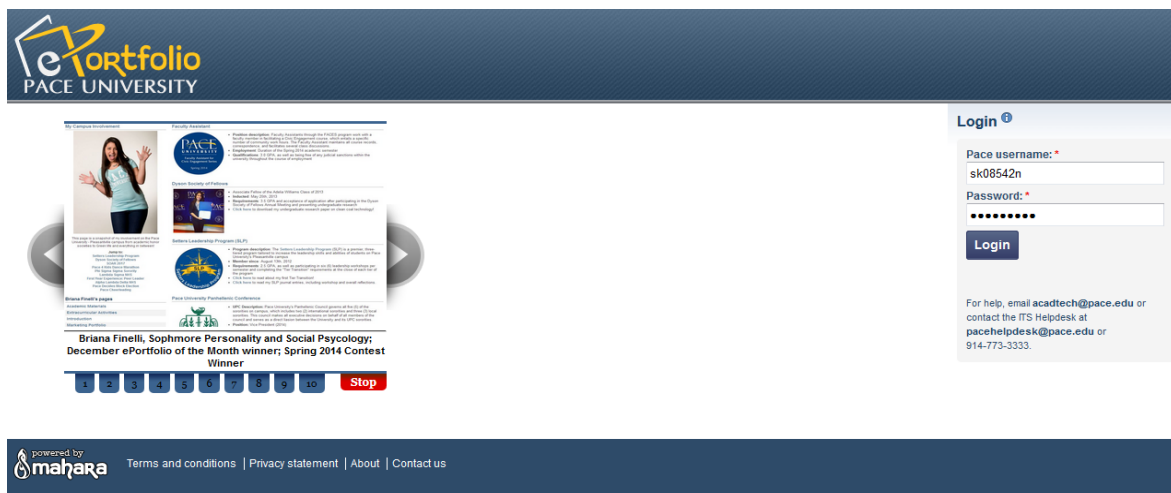


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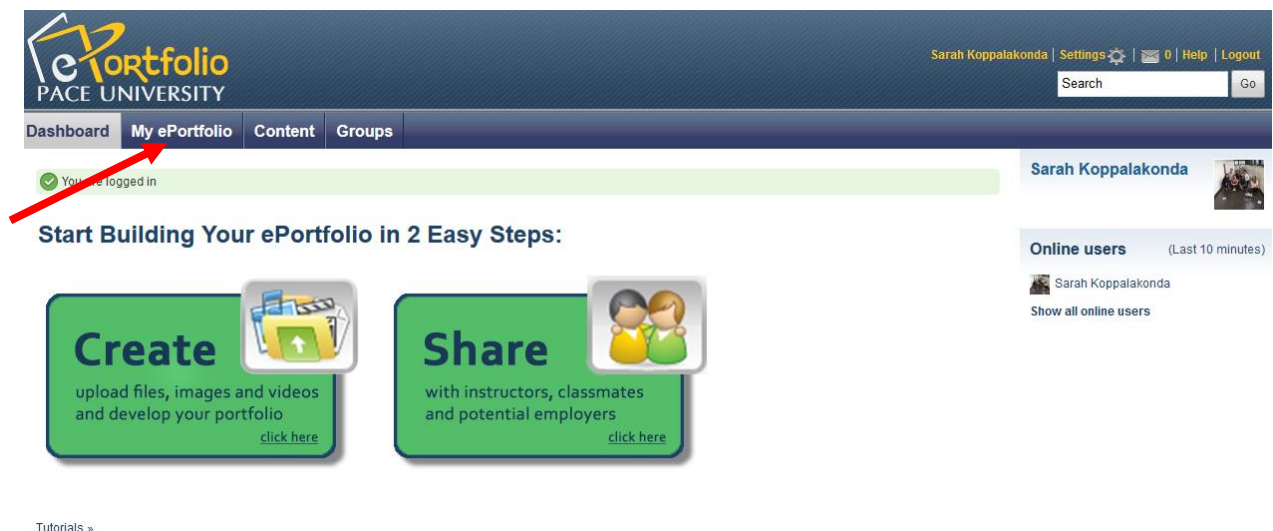
COPYING A PAGE/COLLECTION

This tutorial will demonstrate how to copy a page, or collection of pages, from a Pace ePortfolio user. If you are in the PLV English program, this tutorial applies to you.

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



2. Click the **My ePortfolio** button.

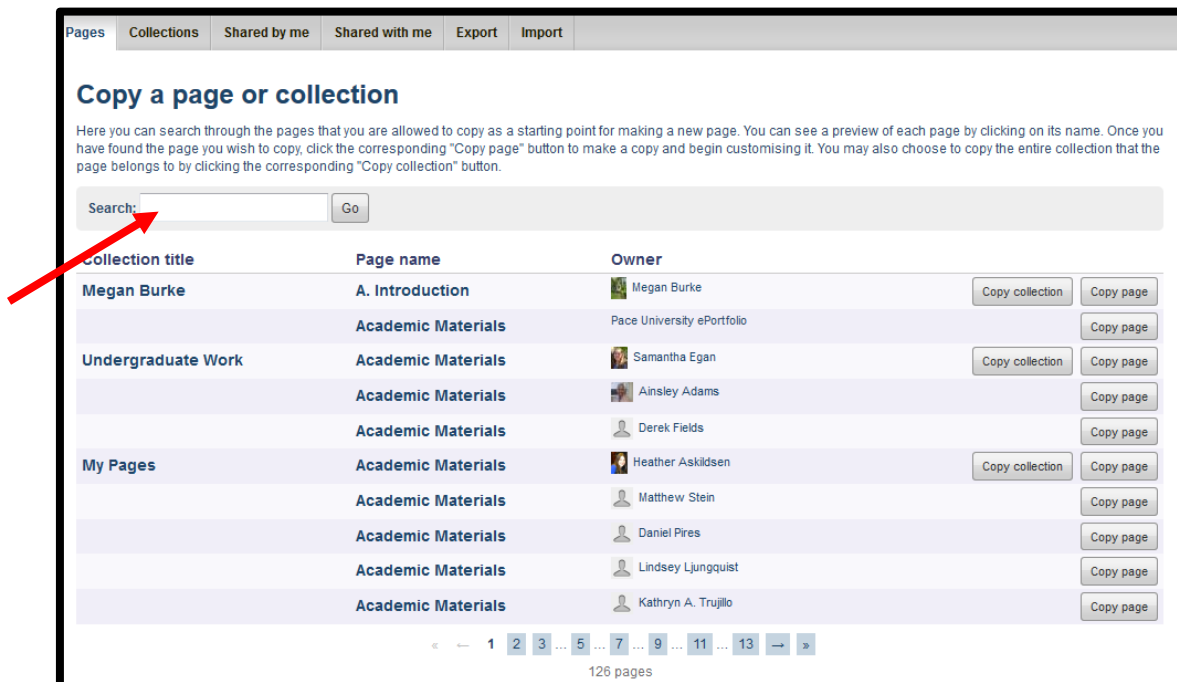


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3. Click **Copy a Page**.



4. Scroll through the list of available pages and collections, or search for the desired page or collection.



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5. Select the **Copy page** button or the **Copy collection** button next to the page or collection you intend to copy.

Copy a page or collection

Here you can search through the pages that you are allowed to copy as a starting point for making a new page. You can see a preview of each page by clicking on its name. Once you have found the page you wish to copy, click the corresponding "Copy page" button to make a copy and begin customizing it. You may also choose to copy the entire collection that the page belongs to by clicking the corresponding "Copy collection" button.

Search pages: Go Search owners: Go

Collection title	Page name	Owner	
CIS W	1. Rubrics	Dr. Lawler	Copy collection Copy page
CIS W	2. Showcase	Dr. Lawler	Copy collection Copy page
	Academic Materials	Pace University ePortfolio	Copy page
Undergraduate Work	Academic Materials	Samantha Egan	Copy collection Copy page
General Portfolio	Academic Materials	Amanda Villavicencio	Copy collection Copy page
	Academic Materials	Ainsley Adams	Copy page
	Academic Materials	Derek Fields	Copy page
	Academic Materials	Mitchell Borrero	Copy page
	Academic Materials	Daniel Pires	Copy page
	Academic Materials	Lindsey Ljungqvist	Copy page

6. You can rename the page and add a description. Be sure to click **Save** when done.

✓ Copied 12 blocks and 0 artefacts from Academic Materials

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

Page title * Copy of Academic Materials ←

Page description ↑

Rich text editor toolbar with options for Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Link, Unlink, Image, Table, etc.

Font Family Font Size Paragraph

Path: p

Tags Show my tags

Enter comma-separated tags for this item. Items tagged with 'profile' are displayed in your sidebar.

Name display format * Display name (Amanda Villavicencio) ▾

How do you want people who look at your page to see your name?

Save

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- The copied page will now be available on your list of pages under the **My ePortfolio** tab.

