

UPLOAD AND STORE FILES AND LINKS

Stored Files and Links provides a place in your portfolio to save resumes, work samples, and links to web pages (perhaps You Tube videos you created) that you may want to access or share in the future for a job, college or scholarship.

The screenshot shows the 'My Portfolio' navigation menu. The 'Stored Files and Links' option is circled with a '1', indicating the first step in the process.

The screenshot shows the 'STORED FILES AND LINKS' page. The 'Add File' button is circled with a '2', indicating the second step in the process.

The screenshot shows the 'STORED FILES AND LINKS' page with the file upload interface. The 'Choose File' button is circled with a '4', the 'Upload File' button is circled with a '6', and the 'Return' button is circled with a '7', indicating the final steps in the process.

Instructions

Important: You must first create a portfolio to upload and save links.

1. Select **Stored Files and Links** under the **My Portfolio** tab.
2. Select **Add File** to upload a file.
3. The **Upload Page** displays. From this page you can upload rtf, txt, doc and pdf files
4. To locate and select the file you wish to upload, select **Choose File**. Double click on the file when you locate it
5. The selected file displays in the upload window
6. Select **Upload File**.
7. Add additional files or select **Return** to return to your portfolio.