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Uploading a file to PebblePad

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Upload file

Upload file allows you to upload files directly to PebblePad. These may be files that support the abilities, experiences or achievements you have recorded, and may wish to share with others in future as part of a Webfolio.

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

- single file
- multiple files
- gallery
- website



To upload a single file, click **upload file** from the main PebblePad screen, and again in the menu which opens. In the pad there are areas to add a **title**, select a **tag** and add a **description** for your files.



The tags drop down box contains your most popular tags. More tags can be added by selecting **all tags** from the list or 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 choose the file you wish to upload.

Clicking **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 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. You can choose to do a number of things with the file you have just uploaded;

- view it;
- send it to:
 - [person](#)
 - web
 - [gateway](#)
 - [blog](#)
 - word
 - printer
- add a review;
- add/edit a link/evidence;
- [tag it](#)

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