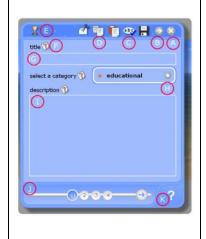# Creating Assets

Assets are all the items saved in your eportfolio. They are called assets because they have value or worth to you. All assets are private and secure unless you choose to share them with others or publish them to a Gateway.

Types of assets include records, which are created and saved in PebblePad using the record pads; WebFolios; WebLogs and any files which you upload. All of your assets are saved in a Personal Asset Store which is part of your ePortfolio system. Assets in the store can be copied, shared, reviewed, edited or deleted. Sharing and publishing applies to each individual asset, permissions to view do not extend to other assets in your asset store unless they are also shared.

Where an asset, including WebFolios and WebLogs, is shared the share permissions extend to all of the items linked to the asset being shared.

Creating New Assets

The main create new screen enables you to create a wide range of asset types. Clicking on a pebble for the appropriate asset type loads the initial creation pad for you to start adding information about your asset.

A. Close pad Open/Close top menu

B. Spell Checker

C. Cut – Copy – Paste

D. Icon indicating type of asset

E. Hint available icon (click for a hint)

F. Title field

G. Choose a category for your asset

H. Description text field

I. Page numbering and navigation buttons

J. Help

Using the Page numbering or navigation buttons you can move through the screens adding information into the pads as you progress.