

## Editing Content: Items, Files, Folders, and Links

Use the **Edit** command on the contextual menu to edit the properties of any content item you have added to your course.

1. Click the contextual arrow next to the name of any content item that you need to modify. Then click **Edit**.
2. You can modify the item's name, display color, or descriptive text.

**CONTENT INFORMATION**

\* Name

Color of Name  Orange Orange-Red

Text

T T T T Paragraph Arial 3 (12pt)
 
T<sup>x</sup> T<sub>x</sub>

Add a description here.

3. To attach a file, click **Browse My Computer** or **Browse Course**. To remove a file, click **Mark for Removal** next to the file you want to delete or replace.

**ATTACHMENTS**

*If you select a file you do not want, click **Do Not Attach** to remove the attachment from the content item. The file itself is not deleted.*

Attach File

Attached files

File Name	Link Title	File Action
TM 1 Intro to Blackboard Proposed Revision.docx	<input type="text" value="Intro"/>	Create a link to this file <span style="float: right;"><input type="button" value="Mark for removal"/></span>
TM 2 Discussion Boards & Comm Tools Proposed Revision.docx	<input type="text" value="Discussion Board"/>	Create a link to this file <span style="float: right;"><input type="button" value="Mark for removal"/></span>

4. For certain types of content items, you can modify Standard Options such as **Permit Users to View this Content**, or specific options such as the Default Content View for the content of a Folder.

**DEFAULT CONTENT VIEW**

*Changing the Default Content View affects new Content Areas only. To change the Default Content View for all new and existing Content Areas, select the check box.*

Content View       Icon Only    Text Only    Icon and Text

Change Default Content View for All New and Existing Sub-folders and Items

5. Click **Submit** for the changes to take effect.