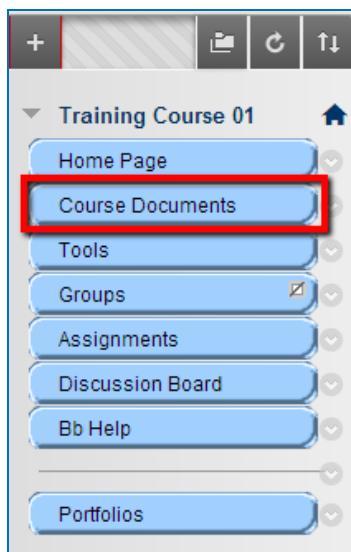




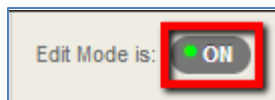
Adding Content: Files

A File added to a Content Area is exactly that: a content item linking to a single file, which can be opened or downloaded by clicking the name of the item. Files are documents or graphics add to the course for students to review in connection with course readings, an assignment, or a test. It may also host the course's syllabus or the instructor's *curriculum vitae*. Unlike an Item, which may have multiple files attached to it, a File provides room for just one file.

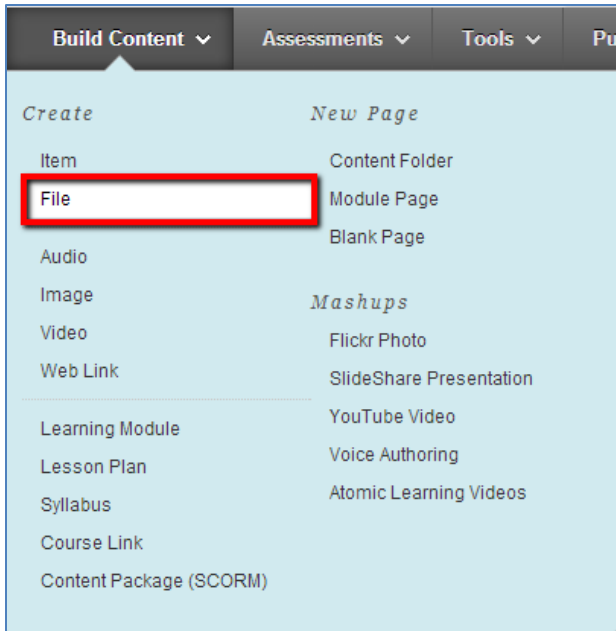
1. Open a Course Content Area.



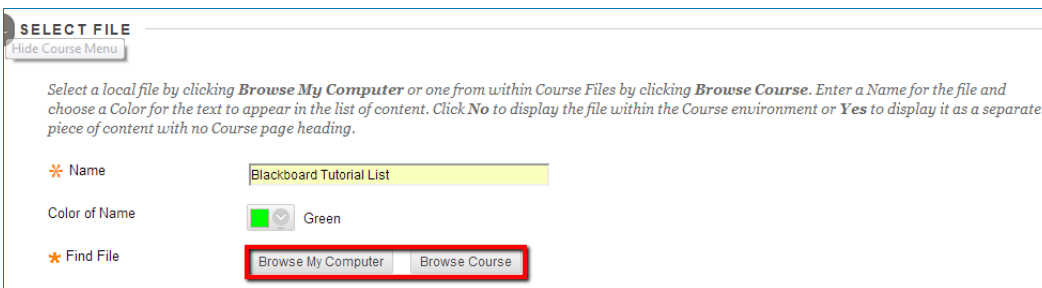
2. Edit Mode is ON.



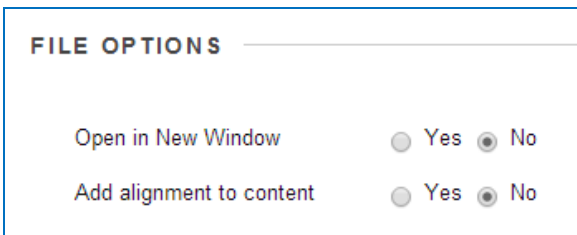
3. Point to **Build Content**, and select **File** from the menu.



4. Click **Browse My Computer** or **Browse Course** to locate the file. You may add only one file. Type a Name for the file, which need not be the same as the actual file name. Optionally, select a Color of Name to be displayed in the Content Area.



5. Click **Yes** to force the file to **Open in New Window**, which for most browsers means to open a new tab. **Recommended:** Click **Yes** for PDF and media files that can be viewed within a browser; click **No** for document files. (Ignore the **Add alignment to content** options for now.)



6. Click **Yes** to Permit Users to View this Content. Click **Yes**, if desired, to Track Number of Views. Select the Date and Time Restrictions.



STANDARD OPTIONS



Determine your options.

Permit Users to View this Content Yes No

Track Number of Views Yes No

Select Date and Time Restrictions

Display After  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

7. Click **Submit** to upload the file and return to the Content Area.

8. Test the File by clicking the name. Depending on the type of file and the browser used, it will either open or download.

