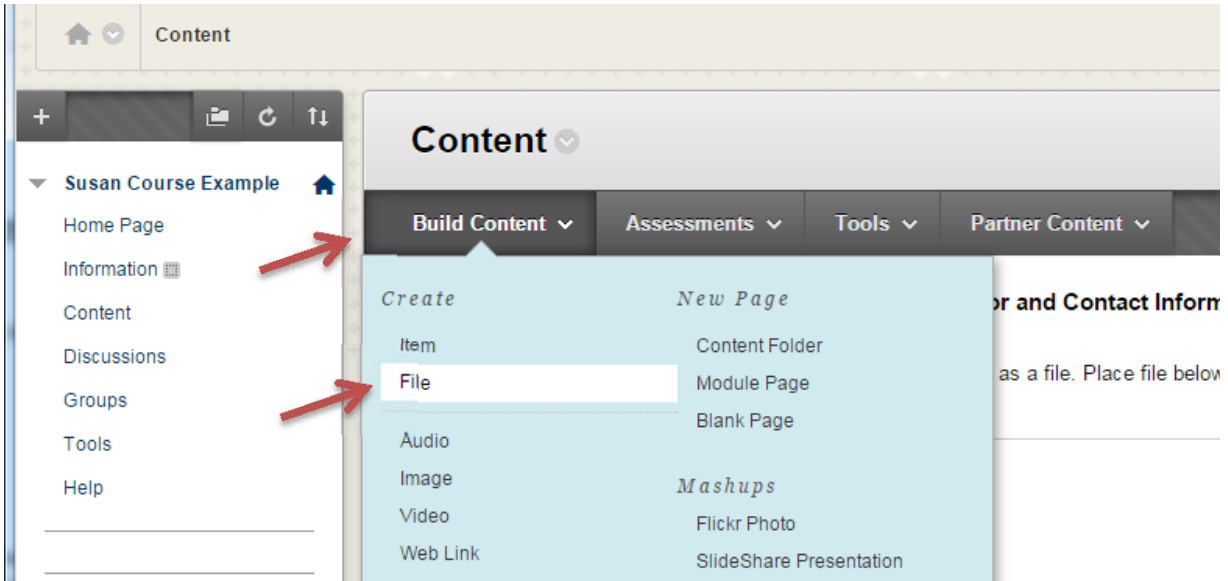


# How to Add a File

## 1. Add a File

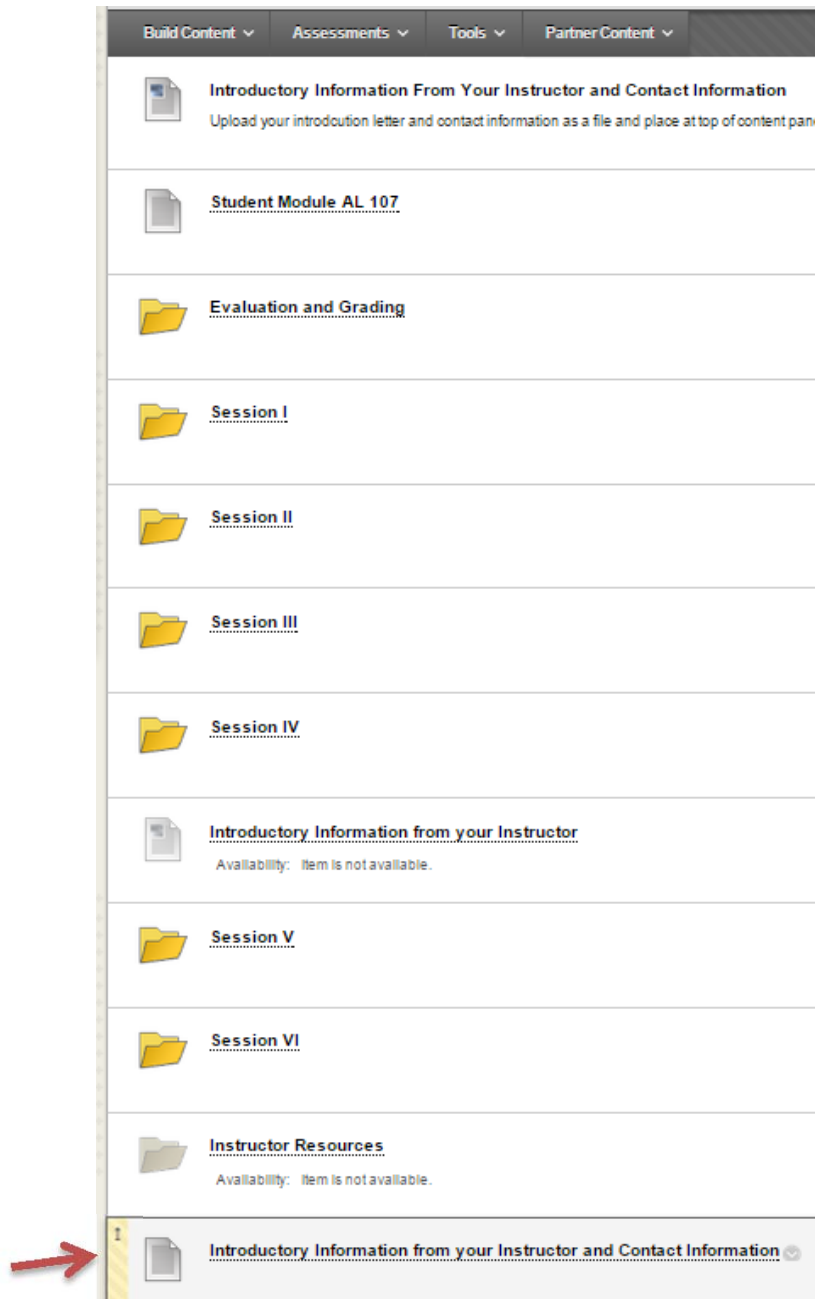
- a. Hover mouse over Build Content; click on File.



- b. Enter the file name. Browse your computer to find your file. Complete the Standard Options section to allow students to view the file. Then click Submit.

A screenshot of the 'Create File' form in Blackboard. The form has a title 'Create File' and a descriptive paragraph. It includes a 'Cancel' and 'Submit' button at the top right. The form is divided into four sections: 1. Select File, 2. File Options, 3. Standard Options, and 4. Submit. In the 'Select File' section, there is a 'Name' field, a 'Color of Name' dropdown set to 'Black', and 'Browse My Computer' and 'Browse Content Collection' buttons. In the 'File Options' section, there are radio buttons for 'Open in New Window' and 'Add alignment to content'. In the 'Standard Options' section, there are radio buttons for 'Permit Users to View this Content' and 'Track Number of Views', and date/time pickers for 'Display After' and 'Display Until'. Red arrows point to the 'Name' field, the 'Find File' button, and the 'Permit Users to View this Content' radio button. The 'Submit' section at the bottom has 'Cancel' and 'Submit' buttons.

- c. To move items on the content pane, click on the left side of the item (you will see yellow on the left side of the item and up/down arrows).



d. Drag file to the desired position.

