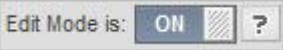
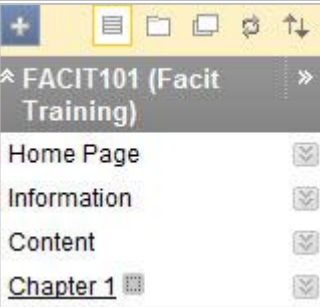
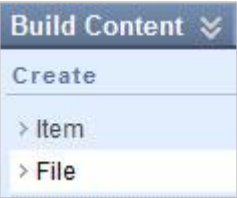
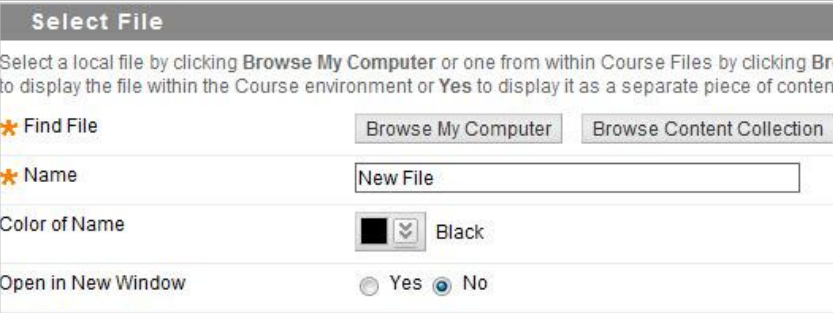


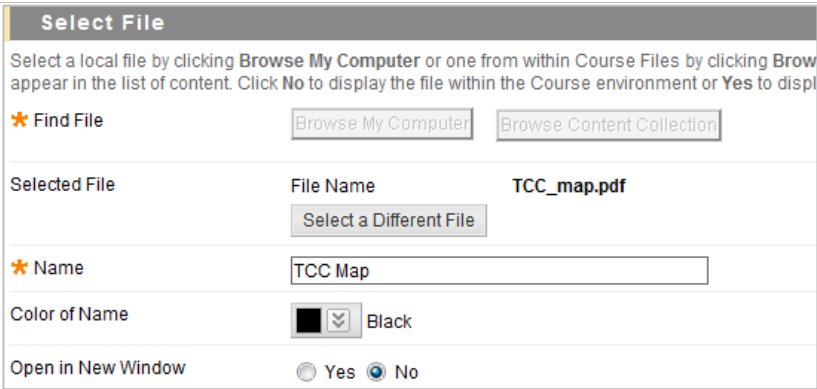
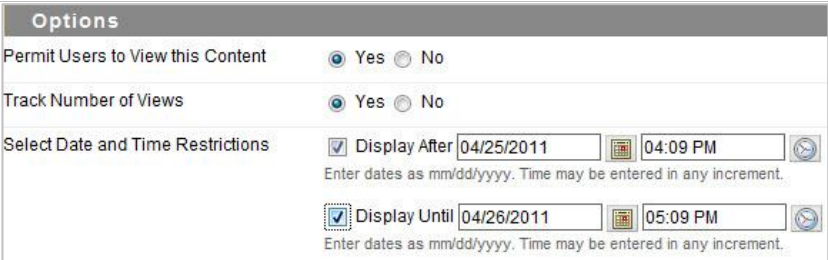


Create a File

You can use the File content type to create a simple link to a file in a course area. No description appears with the link. You can choose whether users view it as a page within the course or in a separate browser window.

You can upload a single file or a single zipped package. For example, uploading a zipped package would be an effective way to provide students a group of images needed for a lab project.

Step 1	Make sure Edit Mode is ON .	
Step 2	Access a Content Area .	
Step 3	<p>On the Action Bar, point to Build Content to access the drop-down list.</p> <p>Select File.</p>	
Step 4	<p>On the Select File menu, attach a file using one of the following options.</p> <p>To upload a file from your computer, click Browse My Computer.</p> <p>To upload a file from the course's content collection, click Browse Content Collection.</p> <p>It is recommended to select No for Open in New Window, in case students have their pop-up blockers turned on.</p>	

<p>Step 5</p>	<p>After you have selected a file, you can click Select a Different File to delete the file you linked and replace it with another.</p> <p>Type a Name for the file. You can overwrite the file name that automatically appears in the box. This name appears in the course area as a link. You can also select the font color.</p> <p>It is recommended to select No for Open in New Window, in case students have their pop-up blockers turned on.</p>	
<p>Step 6</p>	<p>Select Yes to Permit Users to View this Content.</p> <p>Select Yes to Track Number of Views.</p> <p>For Select Date and Time Restrictions, you can set items to display on a specific date and time and to stop displaying on a specific date and time. Select the Display After and Display Until check boxes to enable the date and time selections.</p>	
<p>Step 7</p>	<p>Click Submit.</p>	