

About Content Files

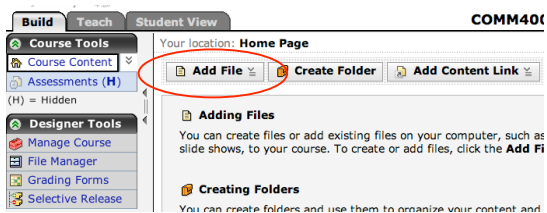
To create and add items you must be in the **Build** Build Tab.

A **Content File** is any type of file which you decide to release to your students. You may use Word documents, images, PowerPoint presentations, spreadsheets, etc. You may

- **browse** for a file which was created in another software (such as Word, Excel, etc.) or
- you may **create** an HTML file, using Blackboard's built-in HTML Editor.

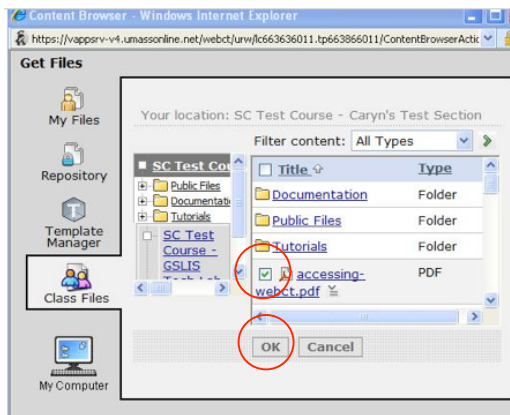
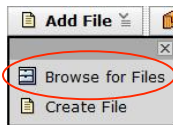
Browsing for a File in Another Section

You can also add files which you have already uploaded from another section which you are teaching.



On the **Course Content** page,

- click **Add File**
- Select **Browse for Files**



The **Content Browser** will open.

- Select the check box next to the files you want to add.
- Click **OK**

The file will now appear on the course **Home Page**.
