

About Content Files

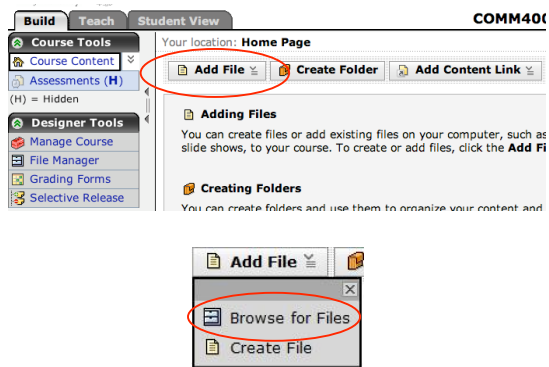
To create and add items you must be in the **Build** Build Tab.

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

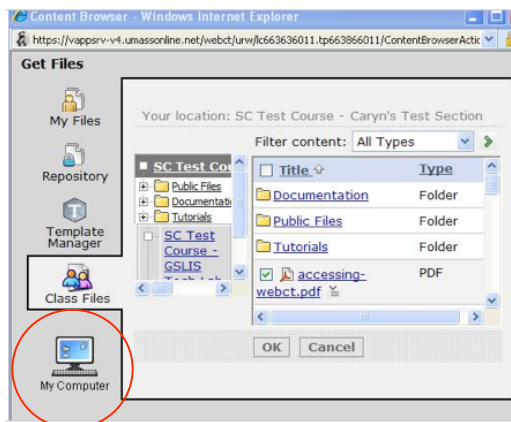
- **browse** for a file which was created in another software (such as Word, Excel, etc.) or
- you may **create** an HTML file, using Blackboard's built-in HTML Editor.

Browsing for a File on Your Computer



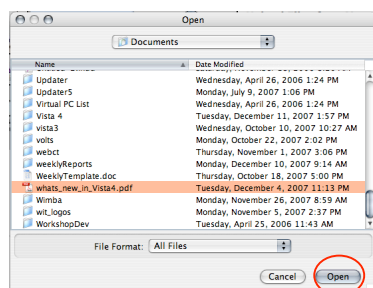
On the **Course Content** page,

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



The **Content Browser** will open.

- Click on **My Computer**



- Select the file on your laptop that you want to use.
- Click **Open**.

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