

Creating an HTML file

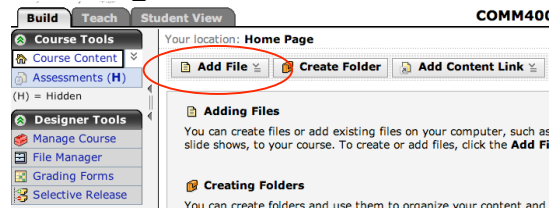
About Content Files

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

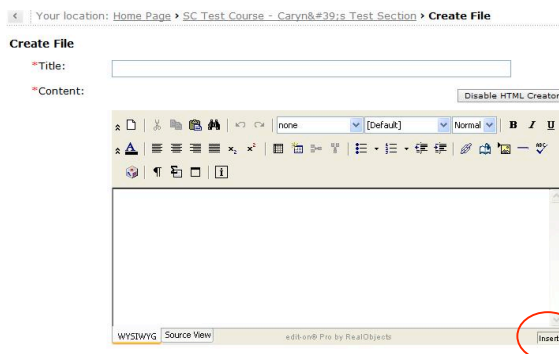
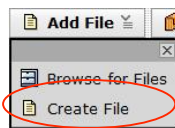
- **browse** for a file which was created in another software (such as Word, Excel, etc.) or
- you may **create** an HTML file, using Blackboard's built-in HTML Editor.

Creating an HTML file



On the **Course Content** page,

- click **Add File**
- Select **Create File**



- Use the **HTML Editor** to make your file
- Click **Save**