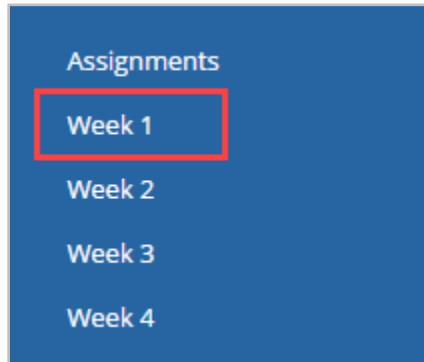


ADD A FILE TO CONTENT AREA

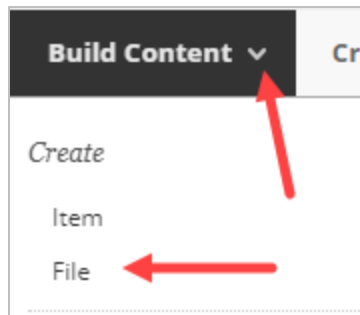
You can add a file, such as a Word document, Excel spreadsheet, PowerPoint, or PDF to a content area in ulearn. A [content area](#) is a folder on the left menu.

Instructions

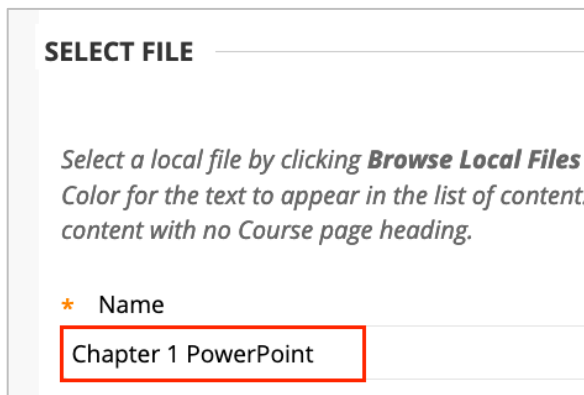
1. Select a **content area** on the left course menu (ie., Week 1).



2. Hover over **Build Content** and select **File**.



3. Enter the file **Name** in the name field.

A screenshot of a form titled 'SELECT FILE'. Below the title, there is a text area containing the instruction: 'Select a local file by clicking **Browse Local Files**... Color for the text to appear in the list of content. content with no Course page heading.' Below this, there is a label '* Name' followed by a text input field. The input field contains the text 'Chapter 1 PowerPoint' and is highlighted with a red rectangular border.

4. To select your file, click **Browse My Computer**.

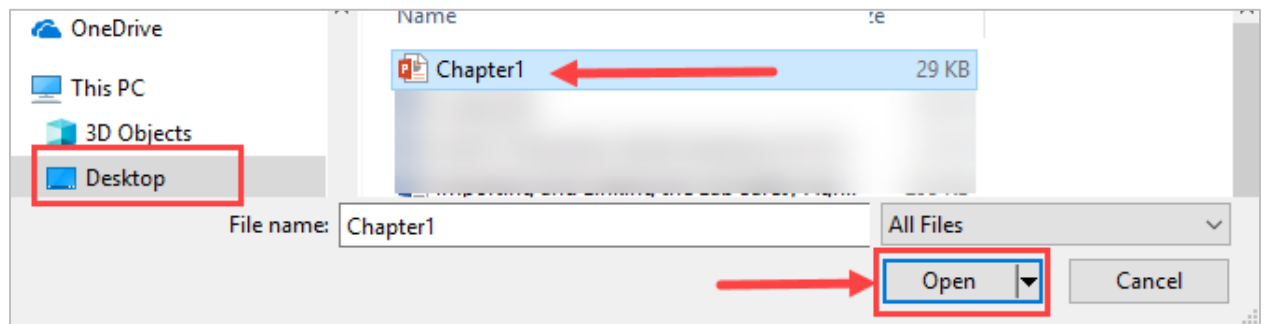
ADD A FILE TO CONTENT AREA

* Name
Chapter 1 PowerPoint

Color of Name
Black

* Find File
Browse Local Files Browse Content Collection

5. Navigate to where your file is located on your computer. Click **once to highlight** it and then click **Open**.



6. Under File Options, click **Yes** for “Open in New Window”.

FILE OPTIONS

Open in New Window
 Yes No

Add alignment to content
 Yes No

7. Decide on options. If you need to restrict the availability of the document, enter a date and time.

ADD A FILE TO CONTENT AREA

Select Date and Time Restrictions

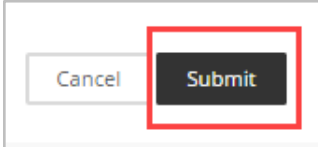
Display After  

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until  

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

8. When done, click **Submit**.



Cancel **Submit**