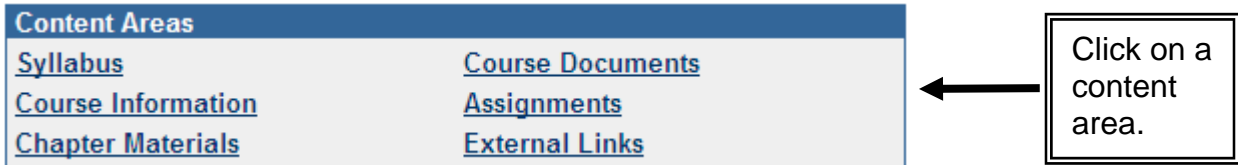You can upload files such as lecture notes, tutorials and image files for your students to access inside of your Blackboard course.

1. To add a file to a content area, go to the control panel and select the content area you want to add the file to.

> Note: If the content area you would like to add the file to does not exist, you can create it by following the instructions for customizing the course menu.

2. On the tool bar, select the **Add Item** button.
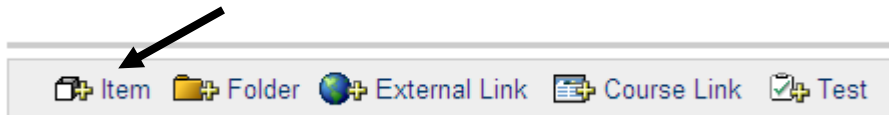
3. You should see the Add Item form. Enter a name for this item in the **Name** box. You can choose a color for the item name by clicking on the pick button and selecting a color from the color palette. In the Text box you can enter a description or whatever information you want to appear below the item name.

4. To attach a file to this item, click the **Browse** button in the content section and navigate to find the file on your computer. In the "**Name of Link to File**" box, enter the name that users will see (in the content area) for the attached file. They will select this link to open the file. Three special actions are available. A description of the special actions is listed below. If you just want to attach the file to the item, you should choose the "**Create a link to this file**" special action.

Special Actions

The Special Action field allows users to select the behavior of files attached to an item. The following Special Actions are available:

- **Create a link to this file:** Attach the file to the item. A link is automatically inserted below the document title to access the file.

- **Display media file within the page:** Display media file within the page: Embed certain kinds of media within the page itself instead of creating a link. When this option is selected, the file will not appear in the Currently Attached Files field after the page is submitted. The image or image tag for the file will appear in the Text Box Editor. (The image may appear in a black or transparent box.) If this option is selected, the attached file must be a format recognizable by Blackboard. If it is not, a link to the file is automatically created.

- **Unpackage this file:** Indicates to the system that the file must be unpackaged before displaying.

5. Under **Options** choose the appropriate options for content availability, tracking views and any date/time restrictions, then click submit.

Note: You should use common file types, such as Microsoft Office documents, PDFs, RTFs, GIFs and JPEGs, for your files. The file size should be kept to a minimum to ensure that the document is accessible by students on slower internet connections. If you are unable to reduce the file size, you should use the text box in the Add Item area to provide your students with information describing what the file is, how large the file is, and why it is important that they view the file. Providing your students with this information will let them know that they have to wait longer for the file to download.

There are several characters that you should avoid when naming files. To reduce the number of errors when uploading and downloading files, follow these naming conventions:

- Use only letters, numbers, underscores, and hyphens in file names
- Do not use spaces, commas, pound signs (#), question marks, equal signs, ampersands (&), asterisks (*), or any other special characters in file names
- Use hyphens or underscores in place of spaces in file names
- Do not use periods in a file name, except before the file extension (e.g. "Research_paper.doc")
- Keep file names under 60 characters in length

Filenames should be less than 60 characters in order to avoid having the filename unexpectedly truncated when moving between different computer platforms (e.g. moving between Windows and Apple Macintosh computers).

Filenames should include the file type extension so that they can be recognized and opened by the appropriate application on another computer. Common extensions are:

.doc or .docx for Microsoft Word documents
.xls or . xlsx for MS Excel files
.ppt or .pptx for MS Powerpoint files
.pdf for files in portable document format (PDF)
.jpg for JPEG images such as photographs
.txt for plain text files