

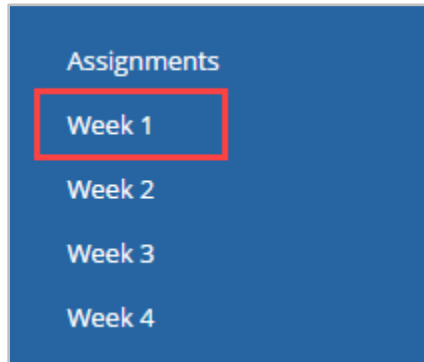
# ADD A FILE TO CONTENT AREA

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.

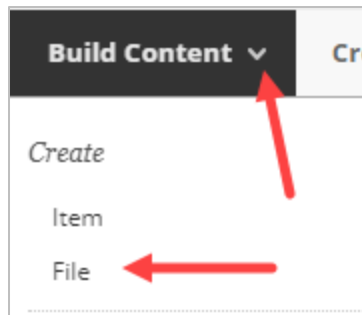
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## Instructions

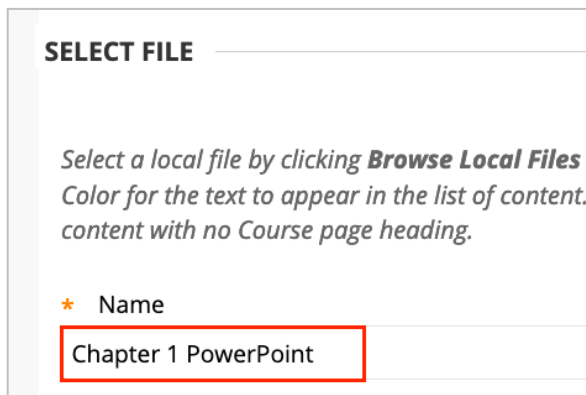
1. Select a **content area** on the left course menu (ie., Week 1).



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 paragraph of text: '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 text, 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**.

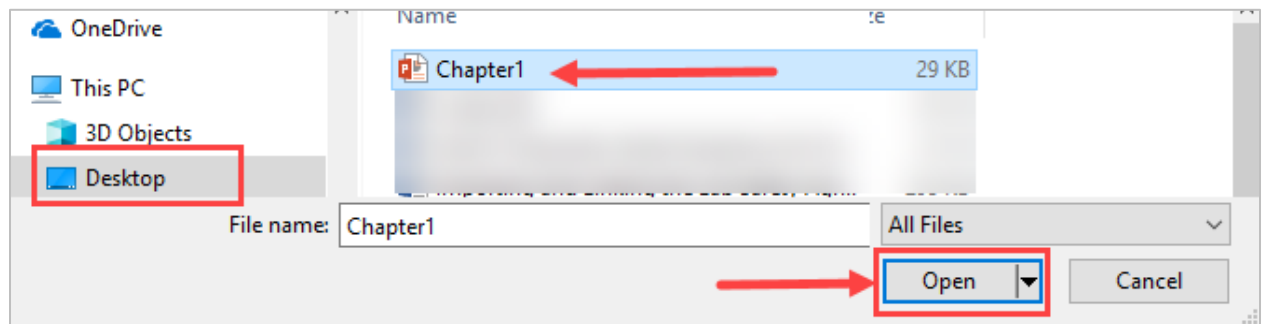
## ADD A FILE TO CONTENT AREA

\* Name  
Chapter 1 PowerPoint

Color of Name  
 Black

\* Find File

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

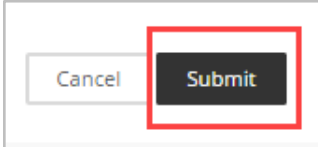
Display After    

*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**