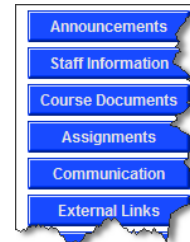


How do I Add More Than One File to the Same Piece of Information?

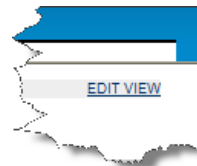
You can add multiple files to a single content item by following the steps below.

NOTE: You will need to follow these steps for each file you would like to add to the file already posted.

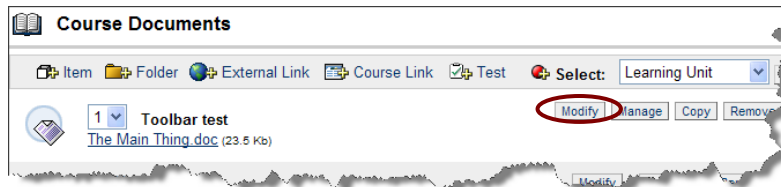
1. While in your Blackboard Course, click on the **main menu item** (buttons on the left of page) where your content item is located.



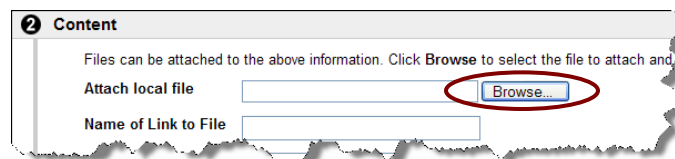
2. Click the **Edit View link** in the upper right corner.



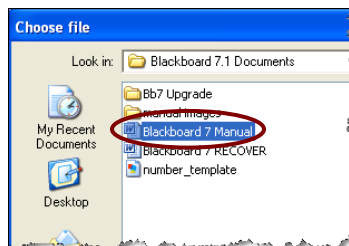
3. Click **Modify** to the right of the item to which you would like to add a new file.



4. Click **Browse...** to attach another document to this item.



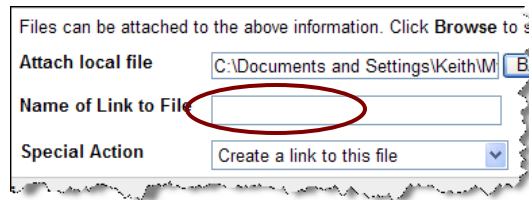
5. Select **the file** from the pop-up window by double clicking on the filename.



Blackboard

Posting Multiple Files to an Item

6. Type a **name** for the file if you do not want it to be the same as the actual filename.



The screenshot shows a dialog box for attaching a file. It contains the following fields and controls:

- Text: "Files can be attached to the above information. Click **Browse** to s"
- Field: "Attach local file" with a text box containing "C:\Documents and Settings\KeithM" and a "Browse" button.
- Field: "Name of Link to File" with an empty text box, which is circled in red in the image.
- Field: "Special Action" with a dropdown menu showing "Create a link to this file".

- You can ignore the “Special Action” field.

7. Click .

8. Click  to continue.

Repeat for each file you want to add.