

How do I attach a file to a Blackboard Document?

1. In the create document screen, click on the Browse button.

2 Content Attachments

Files may be attached to the above information. Click the Browse button to select the file to attach from your computer. Also, specify a name of the link to this file.

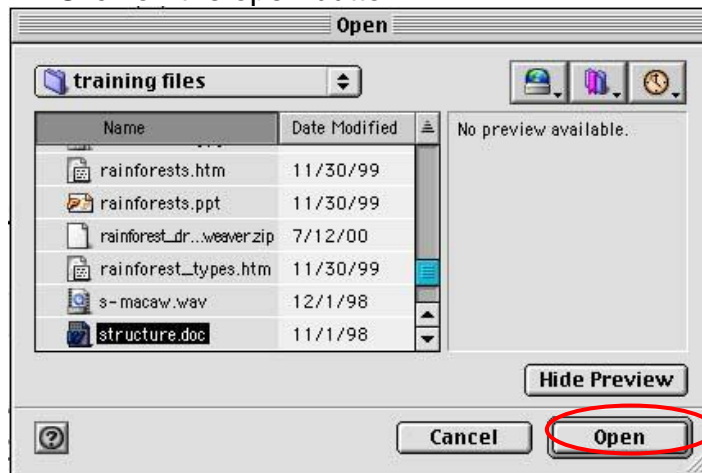
File to Attach: **Browse...**

Name of Link to File:

Special Action: **Create a link to this file**

Current Attached Files:

2. Navigate to the file on your computer.
3. Highlight the file to be attached.
4. Click on the open button.



5. Return to the create document screen, enter link text and choose the action that will occur when the link is clicked.

2 Content Attachments

Files may be attached to the above information. Click the Browse button to select the file to attach from your computer. Also, specify a name of the link to this file.

File to Attach: **structure.doc** **Browse...**

Name of Link to File: **Rainforest structure**

Special Action: **Create a link to this file**

Current Attached Files:

6. Proceed as if adding a regular document

These instructions apply to attachments to course documents, assignments, and course information.