# Adding a File

Introduction

Use the **File** content feature to add a file that can be selected and viewed as a page within the course or as a separate piece of content in a separate browser window.

Notice that unlike adding a **Content Item**, **Files** do not allow for descriptive text. They are solely used for uploading and displaying files such as:

- Images.
- Document files like .pdf's.
- Audio files.

Step 1: To add a **File** to your Content Area, click **Build Content** in the left-hand corner of your course space.

Step 2: Click **File.**
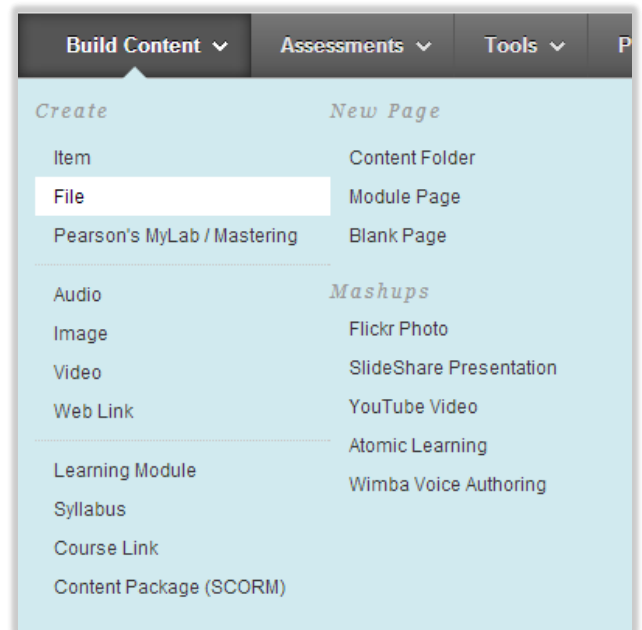
Step 3: Select the **File** you would like to upload to the course space's Content Area by either browsing the Computer or the Content Collection.

Step 4: Options:

File Options:
- When "Open in a New Window" is set to yes this will open the file in a new browser window when students click on it.
- "Alignments" are not used in our instance of myCourses - you can ignore the "Add alignment to content" option.

Standard Options
- Selecting Yes to Permit Users to View this Content allows students to see this page.
- Select Yes to Track Number of Views if you would like to see how many views this page receives.
- For Enter Date and Time Restrictions, you can set the blank page to display on a specific date and time and to stop displaying on a specific date and time. Display restrictions do not affect blank page availability, only when it appears.

Step 5: Click **Submit.**

Conclusion
We hope this guide was helpful.

For additional information or support contact the Instructional Development team by phone at 508-999-8501 or by email at myCoursesHelp@umassd.edu.