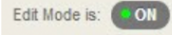
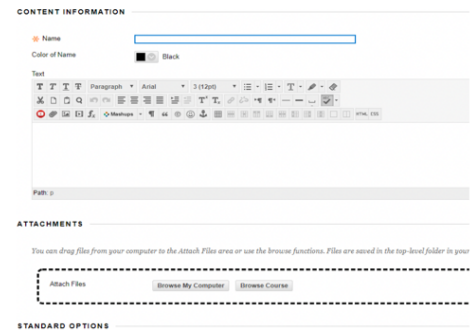
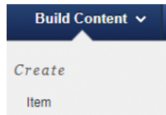


## Adding Powerpoint Slides, MS Word Documents, PDF files

### INSERT COURSE CONTENT

1. Turn **Edit Mode ON**. 
2. Click on one of the Content Areas to add content.
3. Click **Build Content > Item**. Type a name for the item in the **Name** box. Enter text in the **Text** box if desired.
4. Click **Browse** to locate a file on your computer or in Course Files to add to the item if desired.
5. Set **Options**: availability, time/date restrictions, or tracking.
6. Click **Submit**.

A screenshot of the Blackboard 'CONTENT INFORMATION' form. The form is titled 'CONTENT INFORMATION' and has several sections. The 'Name' section has a text input field. Below it is a 'Color of Name' section with a 'Black' button. The 'Text' section has a rich text editor with various formatting options. Below the text editor is a 'Path' section with a text input field. The 'ATTACHMENTS' section has a dashed box containing an 'Attach Files' label and two buttons: 'Browse My Computer' and 'Browse Course'. At the bottom, there is a 'STANDARD OPTIONS' section.