

## Attach a File

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### Overview

This tutorial will show you how to **Attach a File** to an Item, Page, Blog Post, or any other area of Blackboard with an Attachments section. This is useful when uploading PDFs because they will open within the Blackboard UI and not require users to download the material as a separate file.

### Quick Steps

Open Content > Item Options > Edit > Attachments > Browse > Open > Submit

### Attaching Media

When you Attach Media, the Image, Audio, or Video will appear at the end of the content as a separate File available for download. You can also choose to Attach a single file or a zipped package of files. This approach can be effective when providing students with a group of images, audio clips, or videos needed for a project.

### Alternatives

There are other ways to add Media to your Blackboard Learn course. Click the appropriate link below to find additional information about each alternative method:

- [Upload Media](#)
- [Insert/Embed Media](#)

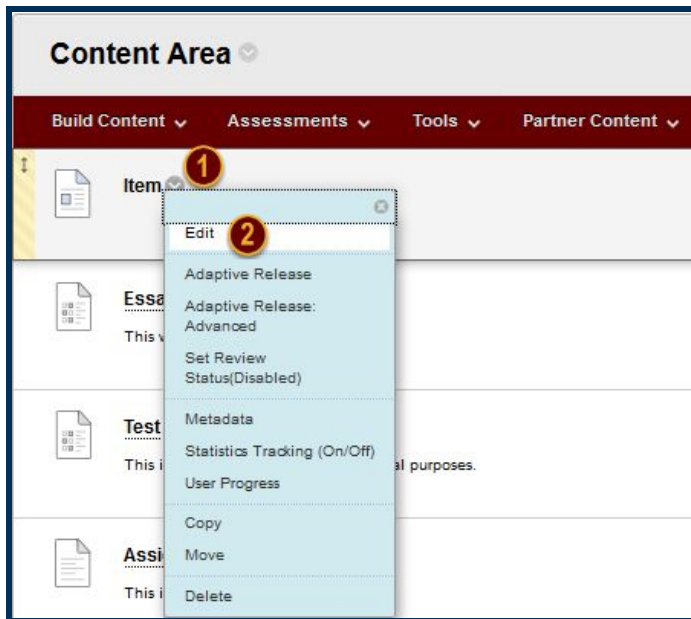
### Resources

There are further considerations you should take when Attaching Media content in your online course. [Find out more about Winthrop University's Accessibility Guidelines for Online Courses.](#)

For other tutorials on using Blackboard Learn, [visit the Winthrop University Office of Online Learning's Instructor Training & Resources webpage.](#)

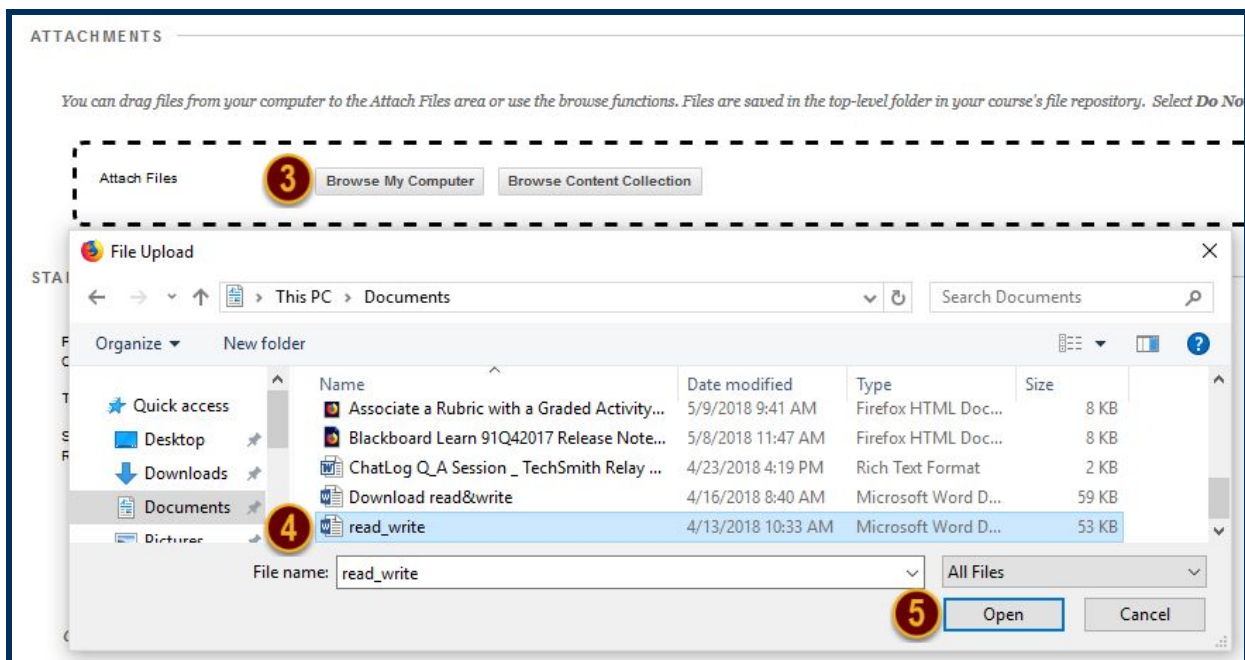
### Step 1

Navigate to the Item, Page, Post, etc. where you would like to Attach a File. Open the Item Options menu by clicking on the Item Options arrow [1] that follows the Item's title and select "Edit" [2].



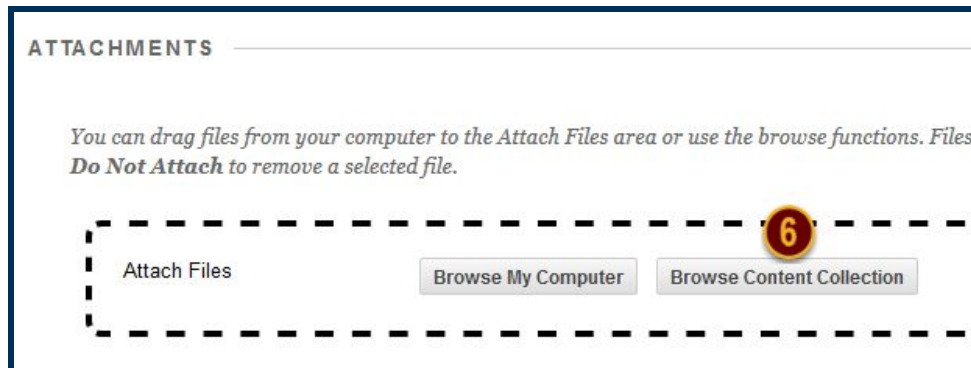
## Step 2

In the Attachments section, click the *Browse My Computer* button [3]. Use the Window navigation pane to search your computer for the file you want to upload [4]. Once you have selected the file, click the *Open* button [5].



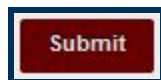
### Step 3

You can also upload a file from your [Course Content Collection](#). Click the *Browse Content Collection* button [6] to find a file already stored in Blackboard, instead.



### Step 4

Click the *Submit* button to add this file to your Item, Page, Post, etc..



### Note

Files saved as PDFs will be easier for learners to access and read within Blackboard. Use the directions on [How to Save Your Word Document as PDF](#) to convert your Microsoft files to a PDF. Keep [Accessibility Best Practices](#) in mind when creating PDFs. Refer to the instructions to [Create Accessible PDFs](#) for more information.