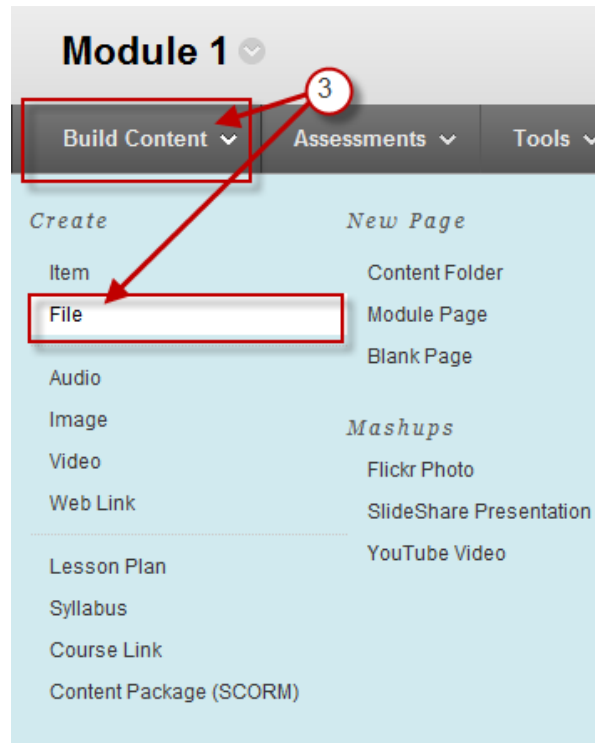# Add a File

To Add a File to a Module or Content Area

1. Make sure the Edit Mode is turned **ON**

2. Go to the Module page or Content Area where you want to add the file.

3. From the Menu Bar, Select **Build Content** and choose **File.**

4. Provide a name for the File.

5. Edit any of the Standard Option if necessary or applicable.

6. Click **Submit.**

For more help on using Blackboard 9.1 go to **http://tinyurl.com/csng4wk**
or visit the Blackboard On Demand site at **http://ondemand.blackboard.com/**