

## How do I add content items?

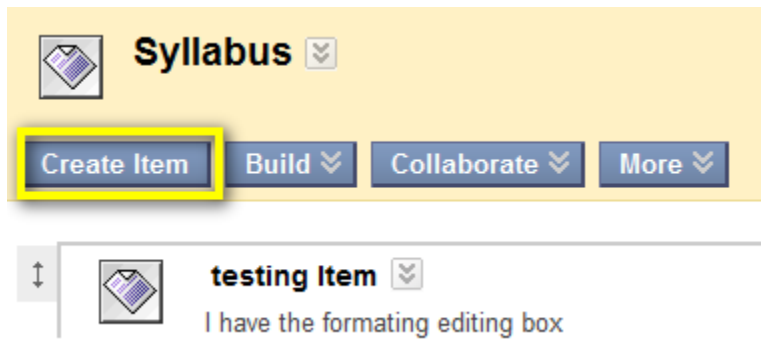
### About Content Items

Content **Items** are general pieces of content added to a Course to which **items** may be attached.

### Create an Item

Follow the steps below to add an **item** to a Content Area:

1. Open a Content Area (i.e. Documents, Syllabus)
2. Turn edit mode ON in the top right
3. Click Create**Item**
4. Complete the Add **Item** page and click Submit



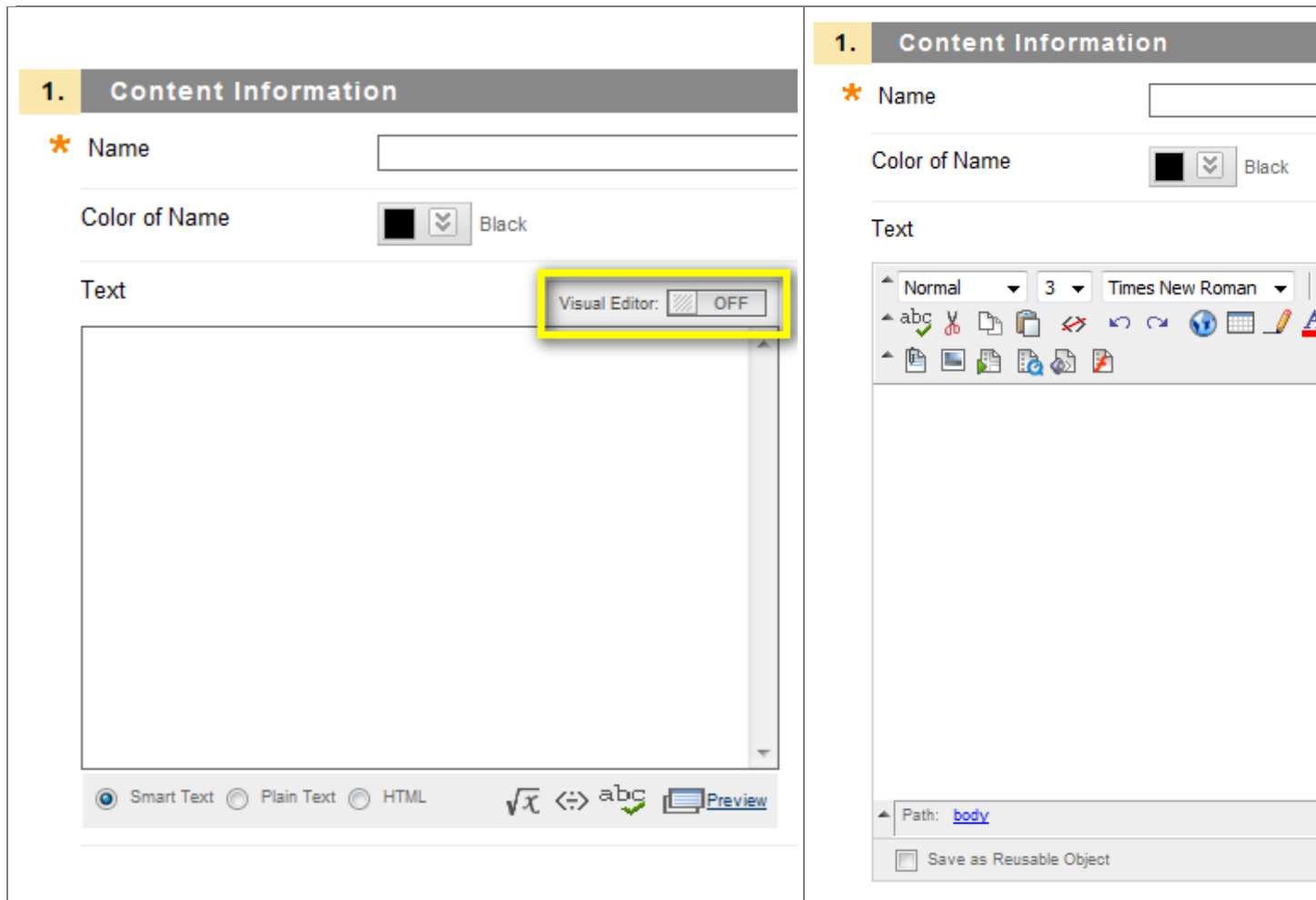
### Attach a File to an Item

Files can be added to the Content **Item**. These files will appear as links under the title text of the Content **Item** and before any content or text added using the Text Editor. Multiple files can be added to a Content **Item**. Files can originate from a local drive and from the Content Collection.

Files added to a Content **Item** are added as a link unless a Special Action is selected from the drop-down menu. Follow the steps below to attach a file to an **item** from the Create **Item** page:

1. Click Browse next to Attach Local file or Link to Content Collection. Select the file. When a local file is selected, the following options are enabled:
  - Click Browse to choose a location within the Content Collection to save the file. This field appears when Local File Storage is turned off.
2. Complete the Name of Link to File field. This name appears to users. They will click this link to open the attached file.
3. Select an option in the drop-down list in the Special Action field if necessary. Special Actions Include
  1. Create a link to this file - Select this option to attach the file to the **item**. A link is automatically inserted below the document title to access the file.

2. Display media file within the page - Select this option if the linked file is a media file that will be displayed on the page. Fill in the Embedded Media Information to set the placement and controls for the media player.
3. Unpackage this file - Select this action if the linked file is a zipped file. Files will be unzipped and the user can select an entry point, usually the "index.html" file.
4. Fill in the Content Options.
  1. Click Yes or No to Permit Users to View the Content **Item**.
  2. Click Yes or No to Track Number of Views.
  3. Select the Date and Time Restrictions
5. Click Submit.



## Embed Image Files

Image files may be embedded in **Items**. Follow these steps to embed an image file (ex. .jpg, .gif) in a Content Area.

1. In the Control Panel, open a Content Area.
2. Select Create **Item** .
3. Enter a Name for the Content **Item**.
4. Select the color of the Name. Be sure to select a color that will have enough contrast to the page to be easily read.

5. Add a description or introduction to the image in the text box.
6. Click Browse next to Attach Local File and locate the image to add.
7. The Name of Link to File field may be left blank. The image is being displayed on the page.
8. Select Display media file within the page in the Special Action drop-down list.
9. Select the appropriate options for the **item**.
10. Click Submit. The Content Actions page appears.
11. Select the position of the image in the Alignment and Placement fields.
12. In the Set Width and Set Height field enter the width and height of the image in pixels.
13. To create a link from the image to a file outside of the local system, enter the URL in Image Target URL.
14. Select Yes in Launch in New Window so the image will appear in a separate browser window. This is especially important if a URL has been entered in Image Target URL.
15. Use the drop-down list in Border to choose a border for the image. This option determines the thickness of the border around the image. If 'None' is selected there will be no border around the image.
16. Enter a description for the image in Alt Text. Alternate text is display if the image is not loaded. It is important for accessibility.
17. Click Submit.