# Create and Edit Files in D2L

## To create a new file,

* Choose Content from the navigation bar.
* Create a new Module if one does not exist. You must create a module before you can add a topic to the content. To create a module,
  + Click on "Add a module" in the left pane under Table of Contents unless a module already exists. If the module has already been created, click on the name of the module.
  + Type the module name.
  + Enter to create the module.
* Click the "New" button in the right pane and select "New Document."
* Enter a title that will appear as the linked text.
* Click on "Copy from an existing file" if you have an HTML file or TXT file on your computer or in the files you have saved in D2L. Once you select the file, it serves as a template and you will be able to edit and save the file under a different name in the D2L editor.
* Click inside the "HTML editor" box. Type the desired content.
* Click on Publish or Save as a Draft for later editing.

## To edit an HTML file,

HTML files can be edited directly in D2L. All other file types, such as Word or PDF, must be downloaded and edited with the program that was used to create them. File types are identified by an icon in the list of files in Content.

* Click on Content.
* Look for any link with this icon: 
* From Content, click on the item to be edited.
* Click on the title to make changes to the title.
* Click on the action arrow to the right of the title and select "Edit" to make changes to the document.
* Click on Publish or Update or Revert to Draft depending on how the document was originally saved.

## File Types

You can use the following file types as topics:

HTM, HTML, MHT, MHTML Web Document  
RTF, PPT, PPS, PDF, DOC, DOCX, PPTX, XML, XLS, TXT, WPD Text Document  
JPG, JPEG, PNG, GIF, BMP, TIF, TIFF Image  
SWF, MPG, MPEG, RM, MP3, MP4, M4V, M4A, AVI, WAV, RAM, ASF, MOV, RA Media  
\*From D2L Documentation

D2L displays Microsoft Office documents, PDF, as well as others in the Content D2L Viewer. Students are not required to have Microsoft Office to view the documents. D2L provides a View as Text option for MS Office Files.

File types in D2L are identified by icons. For example:

* Word 
* Excel spreadsheet 
* HTML 
* PowerPoint 
* PDF 

## To upload a new file, such as a Word, RTF, or PDF,

* Click the "New" button.
* Select "Upload files."
* Choose where the files will be uploaded from: My Computer or Course Offering Files.
* Click on Upload.
* Upload the file and click on Open.
* Click on Done. To view the file, click on Content then click the link.

OR

## To drag and drop a file,

* As of February 2013, use Firefox or Chrome to drag and drop files. Other browsers may support drag and drop in the future.
* Locate and select the files on your computer.
* Drag the files to the specialized drop space.