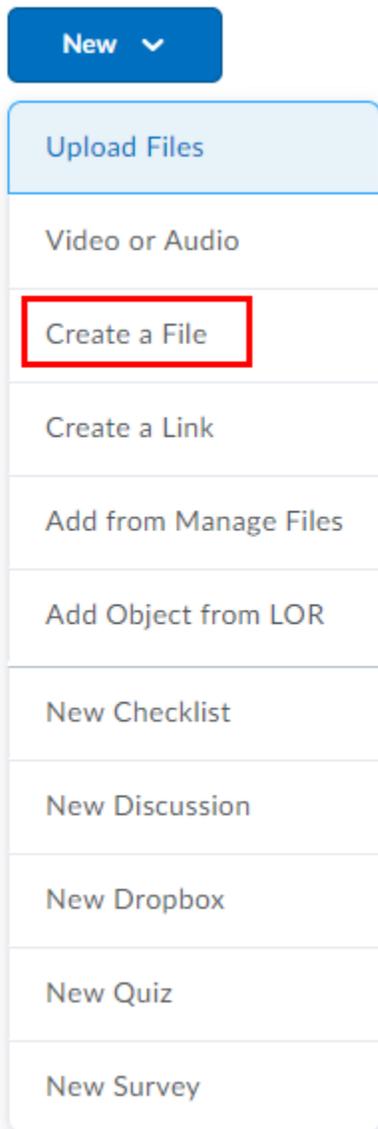


## Create and Edit Files in D2L

To create a new HTML file:

1. Navigate to the module in which the new HTML file should appear.
2. Click the "New" button in the right pane and select "Create a File":



3. Enter a title that will appear as the linked text:

4. Click inside the "HTML editor" box. Type the desired content.

5. Click on Publish or Save as a Draft for later editing:

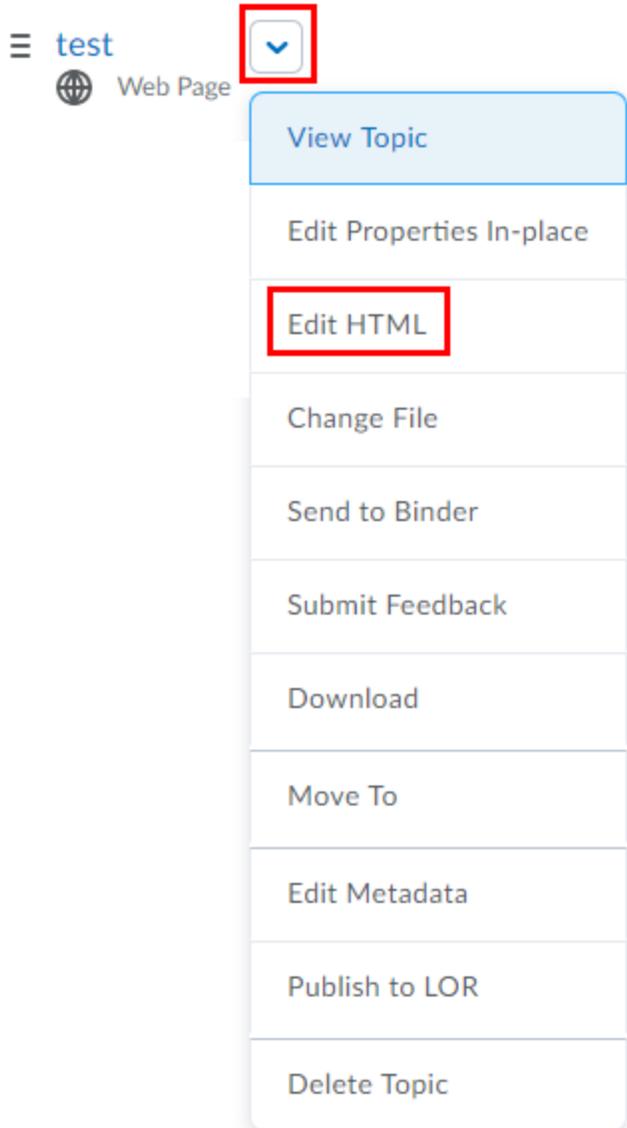


To edit an HTML file:

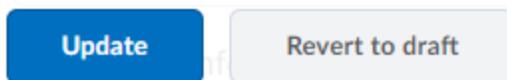
HTML files can be edited directly in D2L. All other file types, such as Word or PDF, must be downloaded and edited with the program that was used to create them. File types are identified by an icon in the list of files in Content.

1. Click on Table of Contents in the module panel on the left side of the screen.

2. Select the action arrow next the content item you would like to edit and click “Edit HTML.” Note that editable files must have the “Web Page” icon:



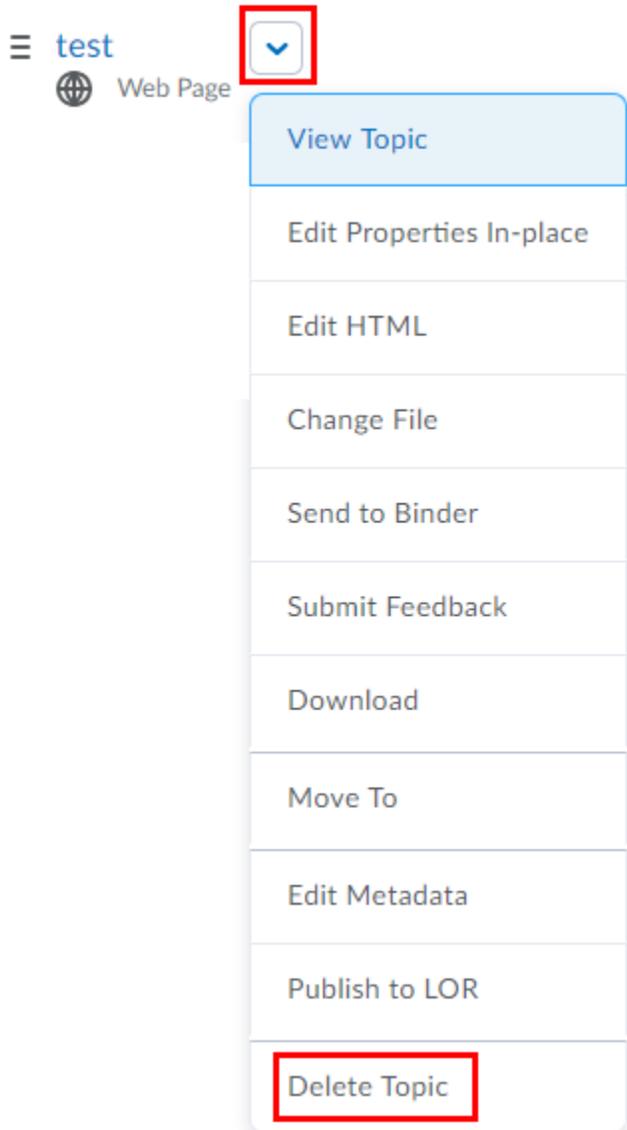
3. Make changes to the title or the content.
4. Click on Update or Revert to Draft:



To delete a topic:

1. From the Content page, click the action arrow for the topic.

2. Click on "Delete Topic":



This will prompt a "Delete Topic" dialog box.

3. Decide whether you would like the topic permanently deleted or if you would like the topic deleted from the content section of the course but retained in the "Manage Files" section of the course. Click "Delete":

### Delete Topic ✕

Choose whether to remove from the Content view only or permanently delete from the course.

Remove the topic from Content but keep the associated file or activity in the course.

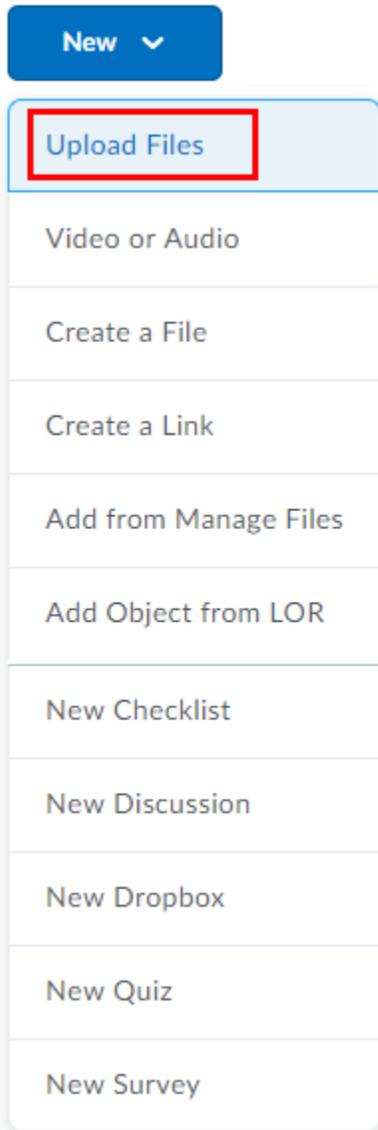
Permanently delete both the topic from Content and the associated file or activity from the course.

**Delete** Cancel ///

To upload a document:

1. Navigate to the module in which the new content should appear, then click the "New" button.

2. Select "Upload files":



This will prompt the "Add a File" dialog box.

3. Choose where the files will be uploaded from: My Computer or Course Offering Files.
4. Click on Upload.
5. Locate the file and click on Open.
6. Click on Add. To view the file, click on Content then click the link:

OR

To drag and drop a file to Content,

1. Click on Content and create or select a module from the left navigation.



2. If your browser supports drag and drop, you will see a specialized drop area.
3. Locate and select the files on your computer.
4. Drag one or more files to the specialized drop space.