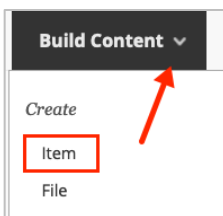# LINK MULTIPLE DOCUMENTS

Creating an item allows you to link to several documents in one area. You may need to add more than one file when providing students with information about a project or instructions for completing a task.

Instructions

1. Navigate to the content area where you want to add files. Select **Build Content** and then **Item**.

2. Give the item a **Name** that is representative of all documents (e.g. Group Resources). Add a description, if appropriate, to explain what the files are for. Click on the **Add Content (+)** icon on the last row of icons.
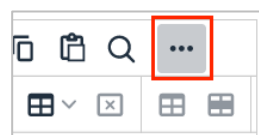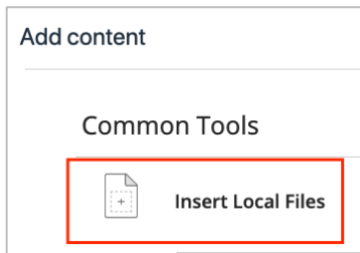

> **Note:**
> If you do not see the Add Content icon, click the **three dots** (…) on the right side of the tool bar. The entire tool bar will expand and show more options.
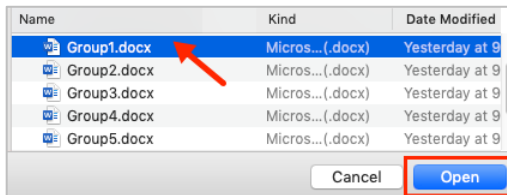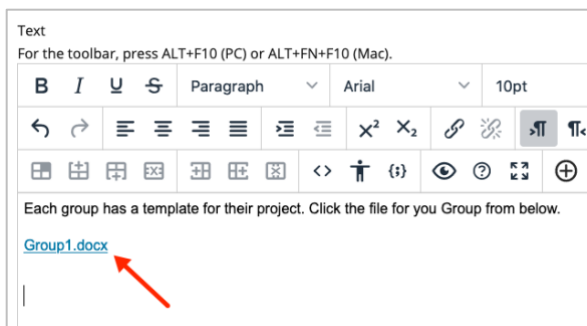
3. Click **Insert Local Files**.

4. Locate and **select** the files you want to attach. Click **Open**.

5. The file displays in the content text editor box. Hit Enter on your keyboard to go to the next line. Click on the **Add Content (+)** icon and repeat steps 3-5 to add additional files.

6. If required, set the availability options for the items. If they need to always be available, there is no need to enter any dates. Otherwise, click **Submit.**

7. The links display in the content area.