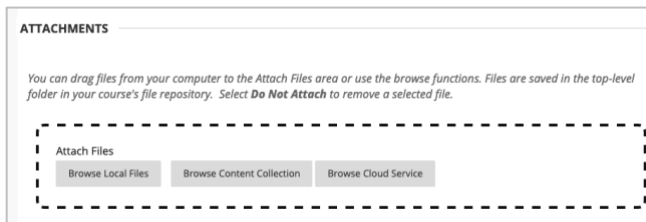


DRAG AND DROP FILES

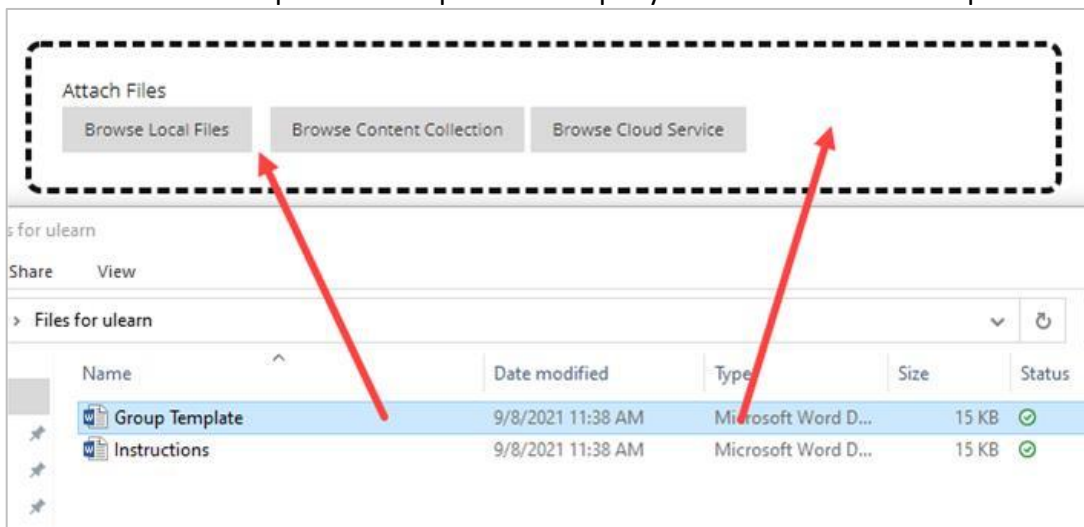
When attaching a file to an item in ulearn, you can drag the file from its saved location and drop it into the attachments area without having to browse your computer to find the file. You can also attach multiple files from the same location using the drag and drop method outlined below.

Instructions

1. Create a new [content item](#) or [edit an existing content item](#).
2. Scroll down to the Attachments area.

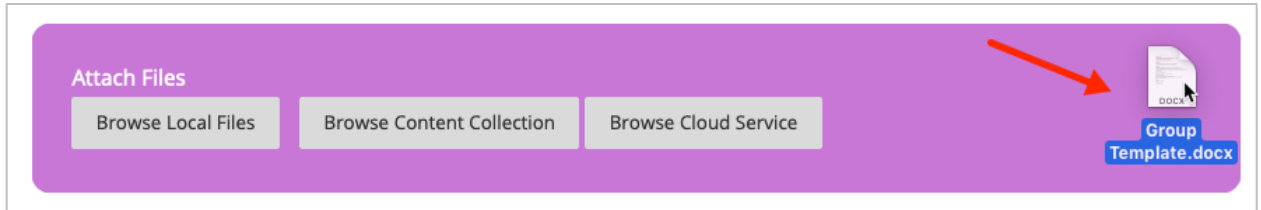


3. Open the folder on your computer or other storage device where the file is saved.
4. Left click on the file and hold the mouse button down. Move your mouse to drag the file anywhere inside the Attach Files area (outlined with a black dotted line). Release the mouse button to drop the file. Repeat this step if you need to attach multiple files.

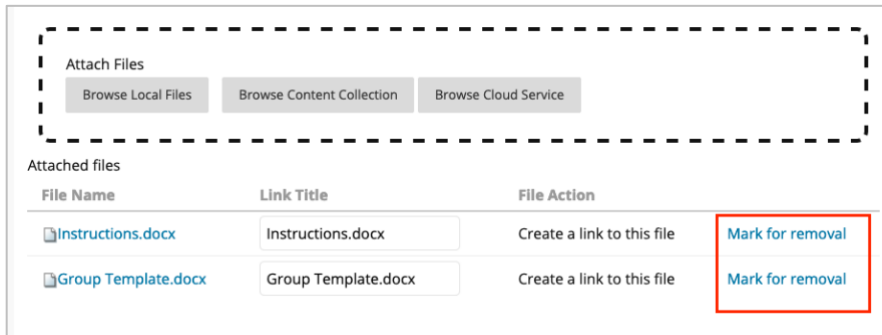


The Attach Files area will turn purple once you drop the file into it. Let go of the mouse to complete.

DRAG AND DROP FILES



5. The attached files are listed. To remove a file, click **Mark for removal** in the last column.



6. When done dragging and dropping in files, click **Submit**.

Note:

It will be necessary to resize your browser window in order to see other folders on your computer to drag and drop. You can still [Browse Local Files](#) to add a file if you are unable to drag and drop files in the Attachments area.