



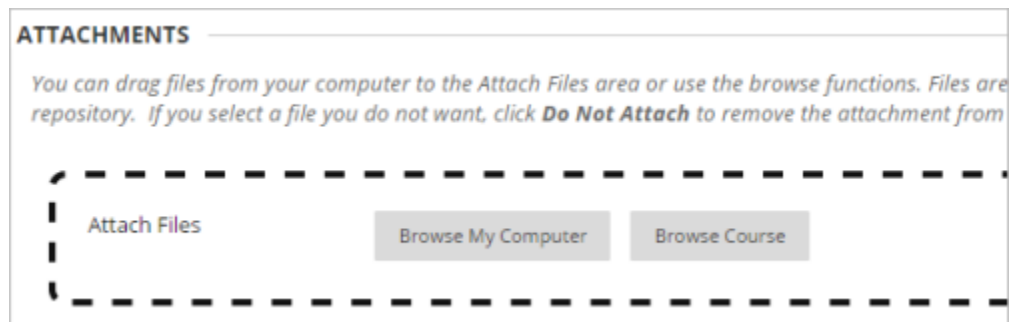
## DRAG AND DROP FILES

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.

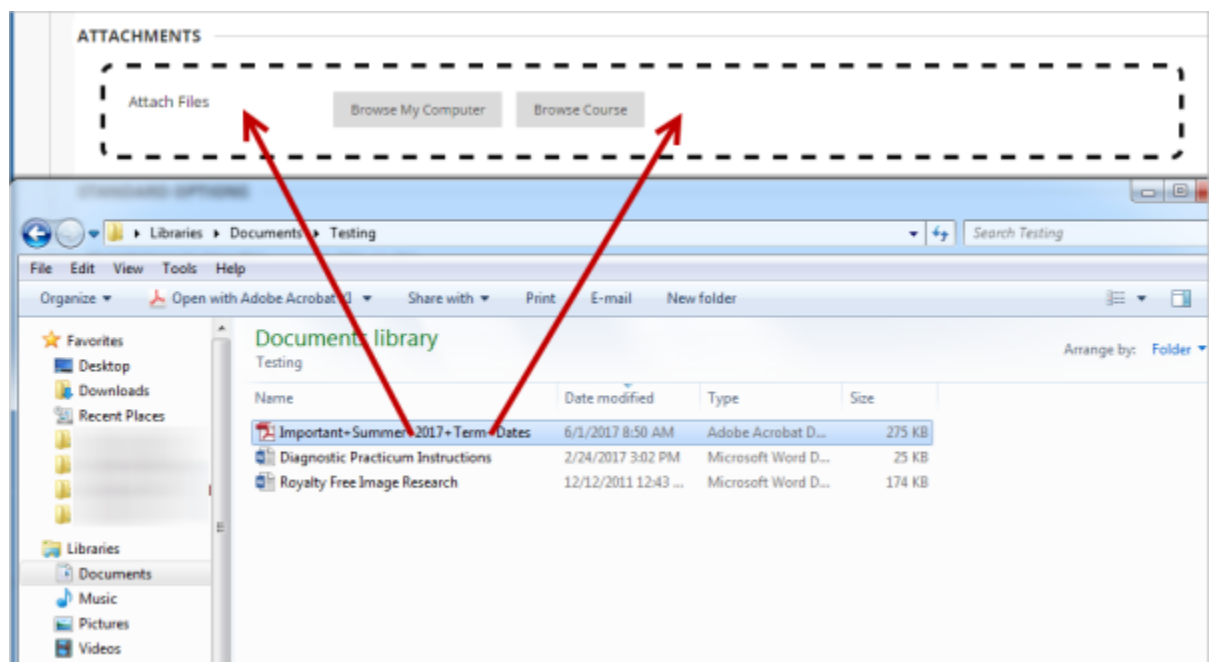
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### Instructions

1. Create a new or edit an existing 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.






# DRAG AND DROP FILES

5. The attached files are listed. To remove a file, click **Do not attach** in the last column.



Attach Files Browse My Computer Browse Course

Attached files

File Name	Link Title	File Action
 Important+Summer+2017+Term+Dates.pdf	Important+Summer+2017	Create a link to this file <span style="float: right;">Do not attach</span>
 Diagnostic Practicum Instructions.docx	Diagnostic Practicum Instr	Create a link to this file <span style="float: right; border: 1px solid red; padding: 2px;">Do not attach</span>
 Royalty Free Image Research.docx	Royalty Free Image Resear	Create a link to this file <span style="float: right;">Do not attach</span>

6. Click **Submit**.

Attached files

File Name	Link Title	File Action
 Important+Summer+2017+Term+Dates.pdf	Important+Summer+2017	Create a link to this file <span style="float: right;">Do not attach</span>
 Royalty Free Image Research.docx	Royalty Free Image Resear	Create a link to this file <span style="float: right;">Do not attach</span>

*Click **Submit** to proceed. Click **Cancel** to go back.*

Cancel **Submit**