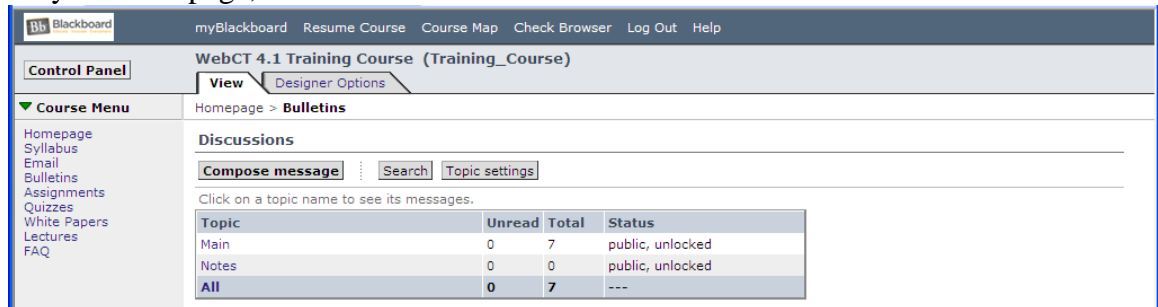


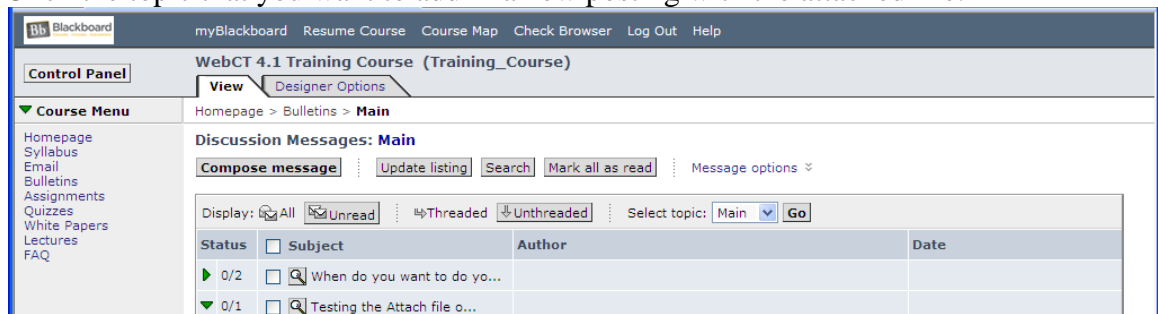
Attaching File in a New Discussion Posting

By Scott Badger

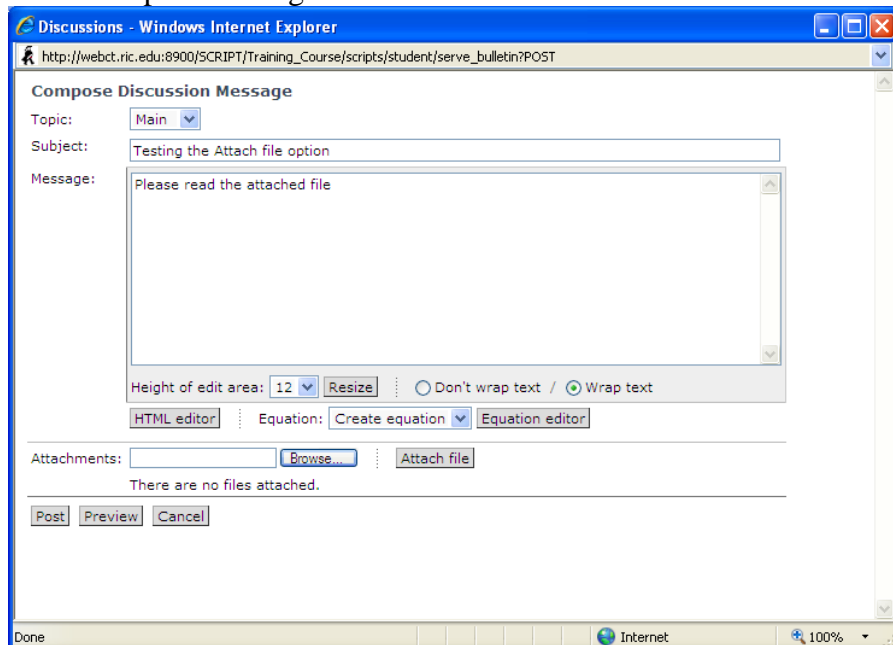
1. On your homepage, click the Discussion Board icon.



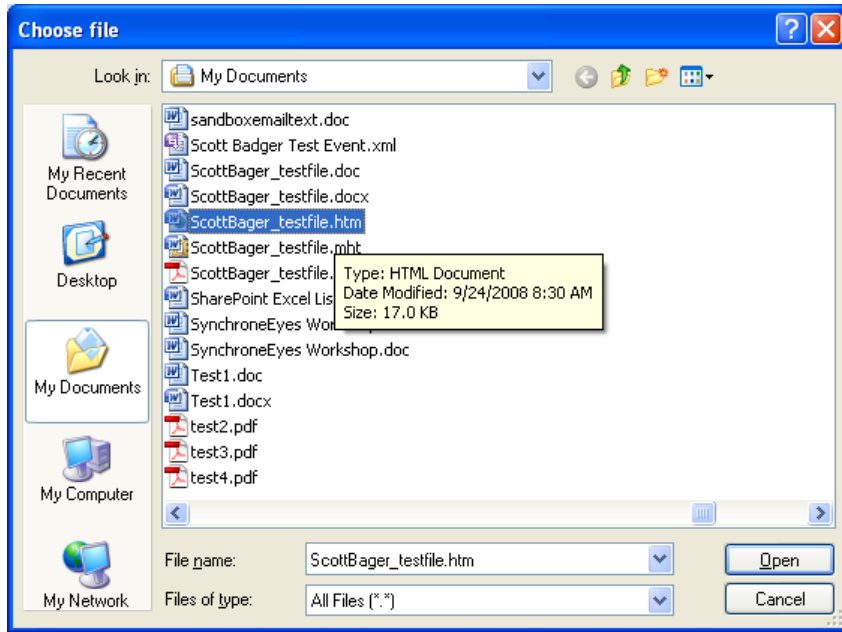
2. Click the topic that you want to add in a new posting with the attached file.



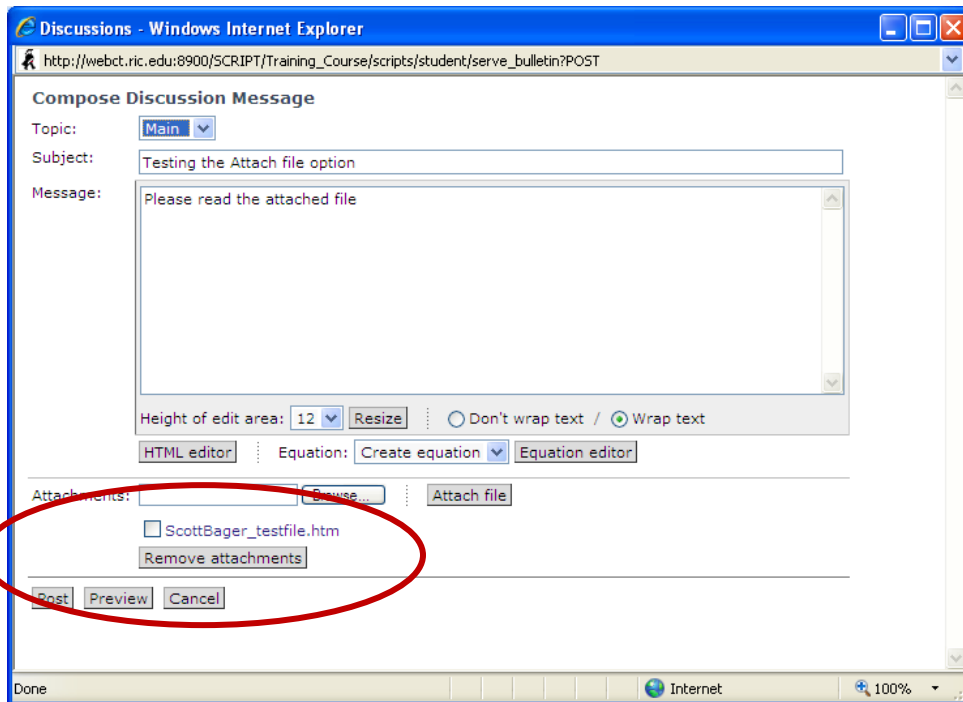
3. Click Compose message.



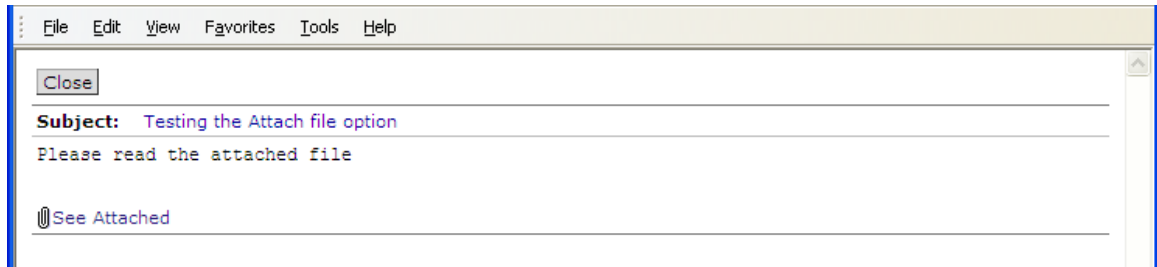
4. Enter in a subject and a message.
5. Click Browse.



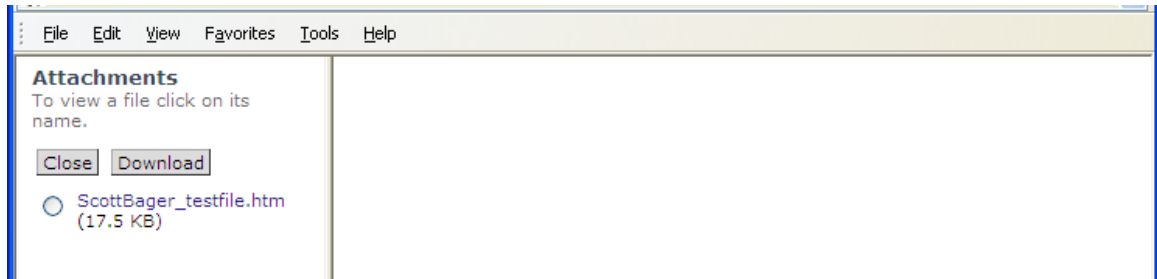
6. Select the file and then click Open.
7. Click Attach file.



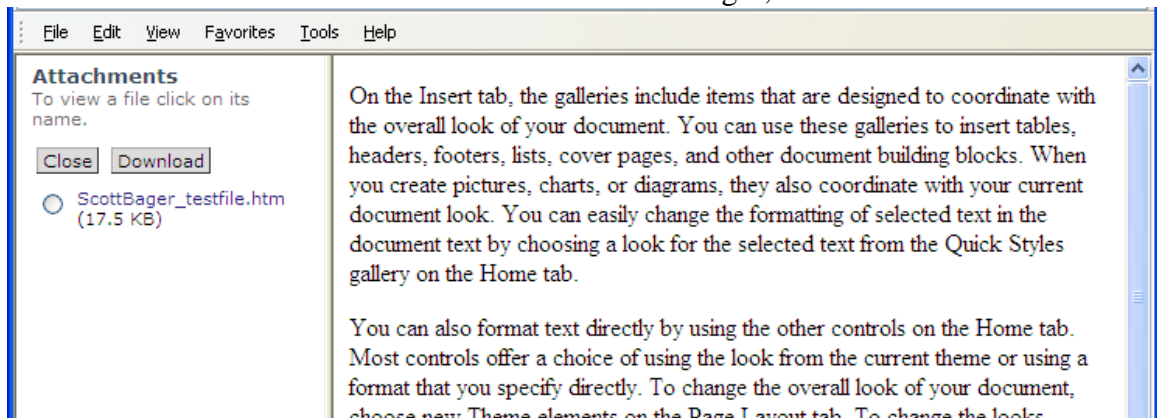
8. Notice that the file is now attached to the new posting.
9. Click Preview to view the posting before actually posting it to the class.



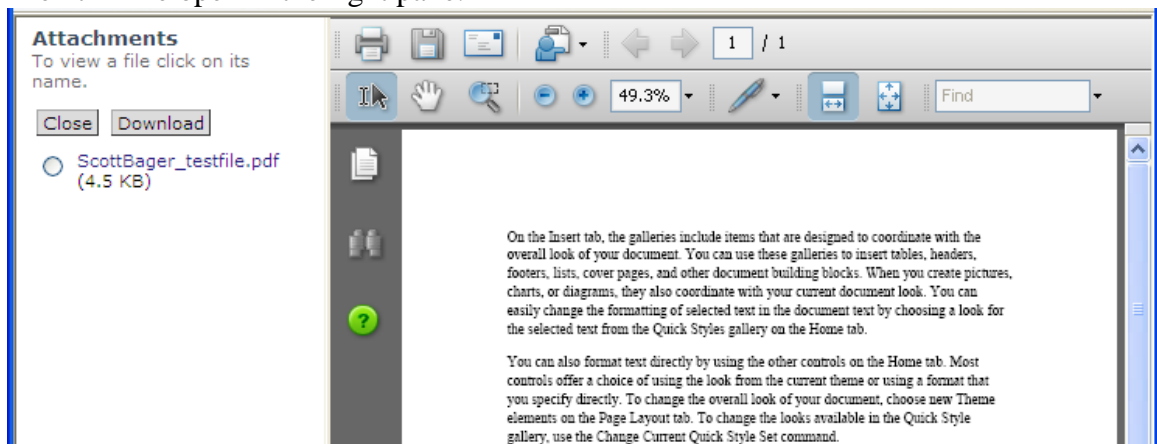
10. You should see your subject, message and the attached file.
11. Click See Attached.



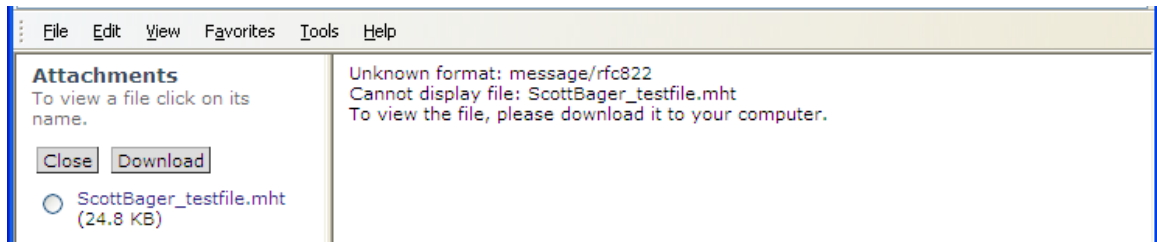
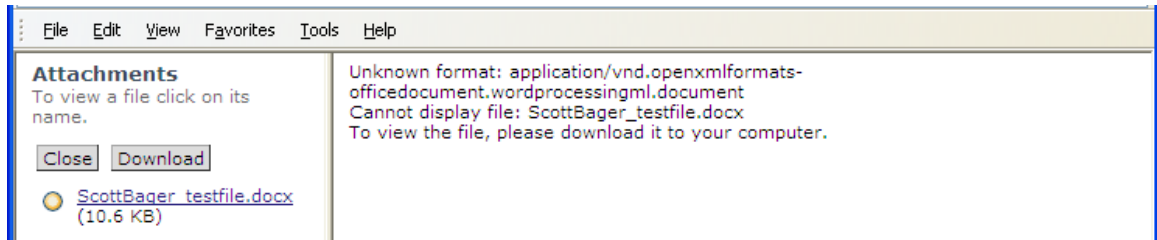
12. To view the content of the html file without downloading it, click the file name.



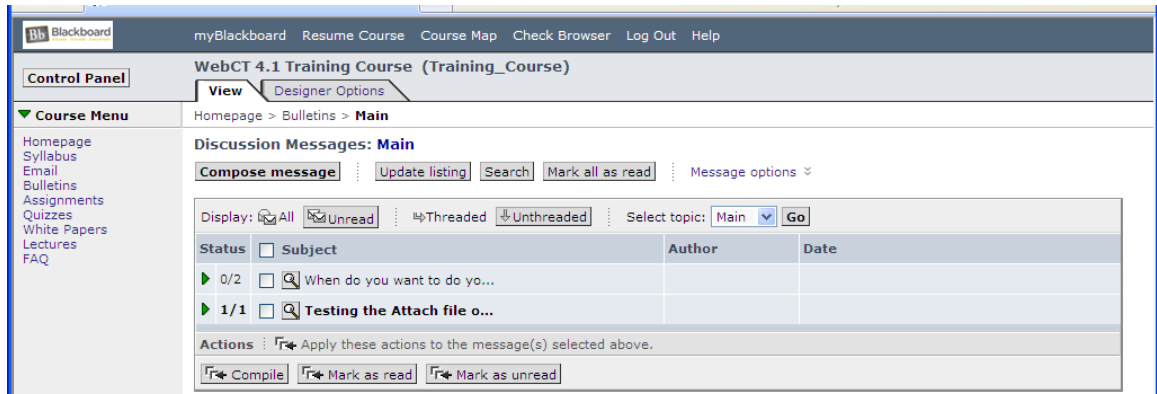
13. The html file open in the right pane.



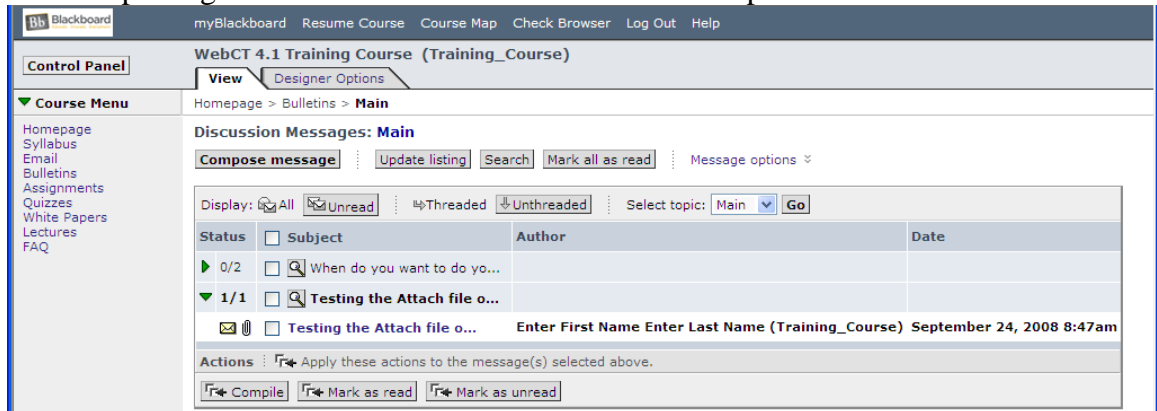
14. If you had attached a PDF file and then clicked on the file name, the PDF would display in the right pane.



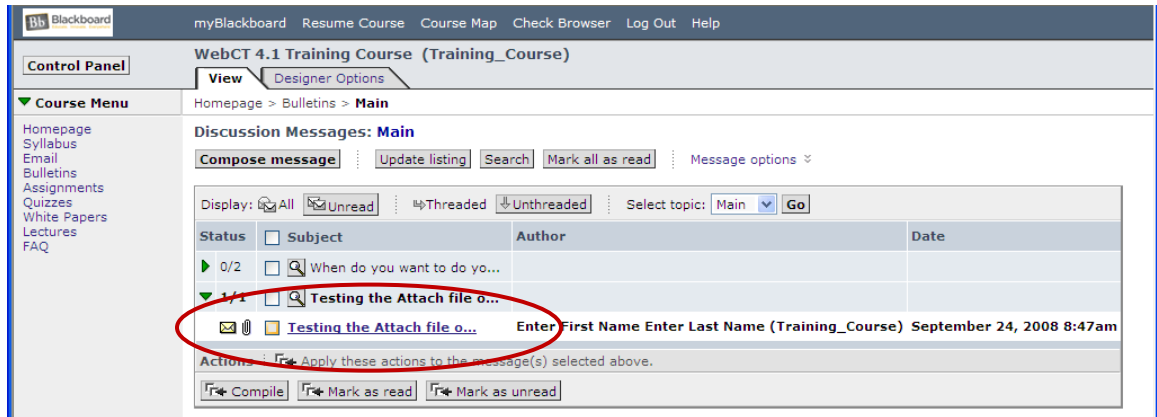
15. If you uploaded either an MHT or DOCX file, you would receive an Unknown Format message. (**Note:** The MHT or DOCX file has to be downloaded to be viewed.)
16. Close the window.
17. Click Post.



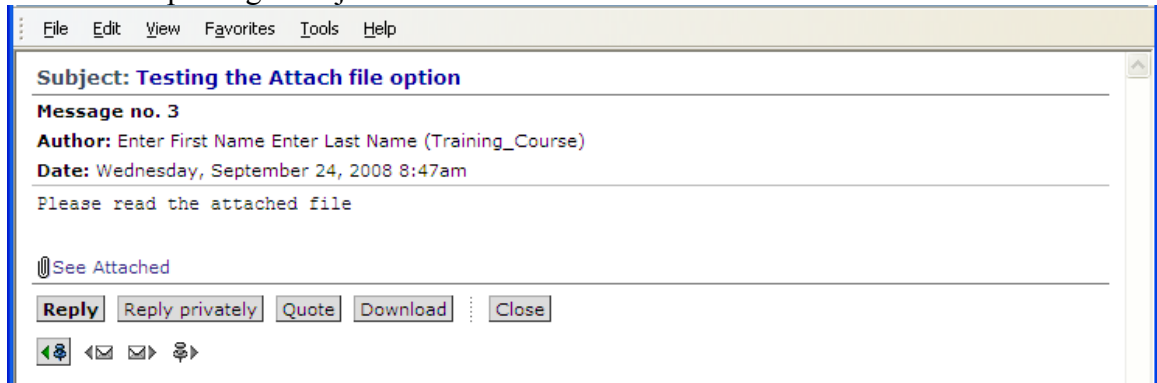
18. The new posting is added to the list of discussion board topic.



19. Click the green arrow to extend the new posting thread and see the new posting.

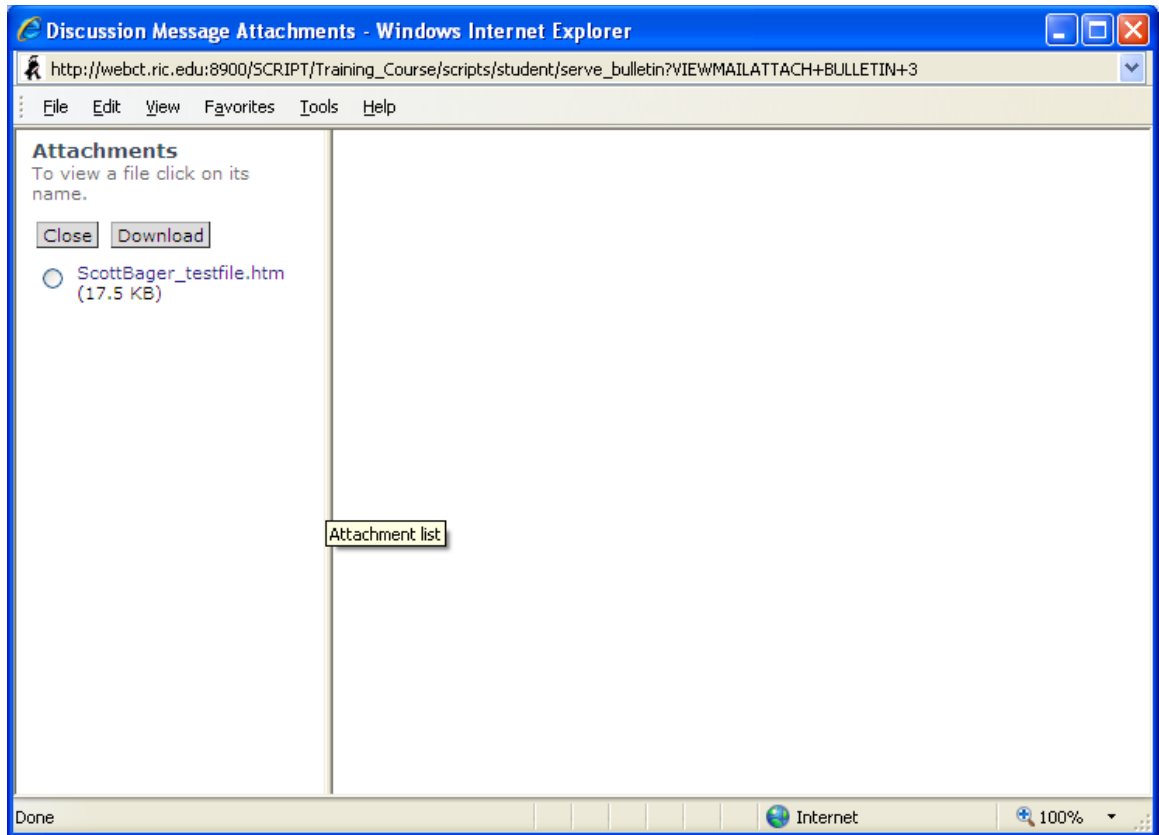


20. Click on the posting's subject.



21. The posting content with attached file displays.

22. Click See Attached.



23. Either download the file or just click the file name to see the contents of the file in the right window as long as it is either an HTML or PDF file.