

## Attaching Multiple Files in a Discussion Posting

Quick reference

### Introduction

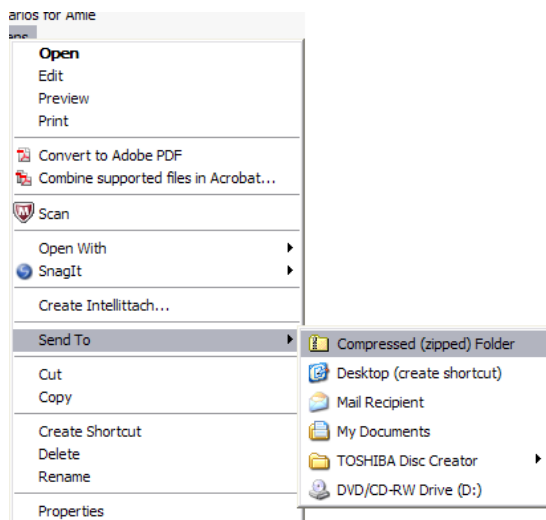
Some of your instructors may require you to post a project or presentation in the discussion area. Since the Attachments area only allows you to attaché ONE document, you face a dilemma if your project involves more than one file, for example, a paper and a PowerPoint. There are two ways to attach multiple files to a discussion posting:

- Create a zip file of your documents
- Use the Attach file feature available in the text editor.

### Creating a Zip File

Creating a zip file enables you to package several files into one “folder” that can be uploaded.

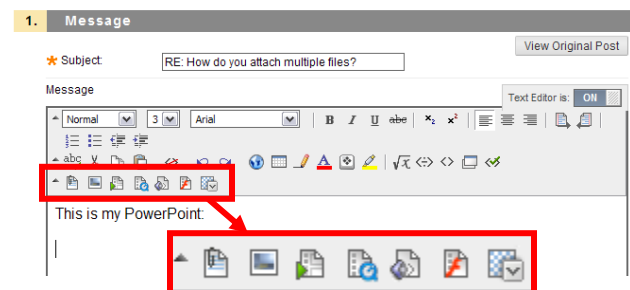
1. Browse to the folder containing the file on your computer.
2. Select the files for your project. To select multiple files, click on the first file then hold down the Ctrl key and click on each additional file.
3. Right click on one of the files and select **Send To, Compressed (zipped) Folder.**



4. The zipped folder will be saved the same place as your original files.
5. Attach the zipped folder to your message the same way you attach other files.

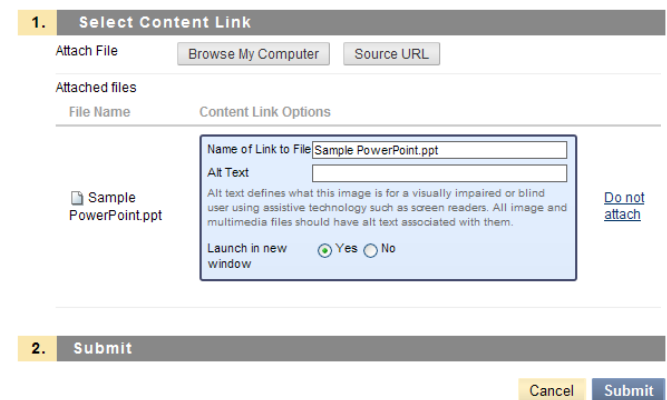
### Using Attach in the Text Editor

1. The text editor in the discussions (and in blogs, journals, and wikis) has many editing and formatting capabilities, including the ability to attach a document in the body of your posting.



The tool at the left is the “Attach File” tool.

2. Move your cursor to the place in the message where you want the file.
3. Click on the **Attach File** tool.
4. Click on **Browse My Computer.**
5. Browse on your computer to find the first file and select it and click **Open.**
6. The following screen displays.



7. Click **Submit** to attach your file.
8. A notification box displays. Click **Submit** again.
9. The filename of your document will appear as a link in the body of your discussion message.
10. Repeat steps 2 – 9 for the next file.