

Attaching Documents

Note: Always save the document you plan to attach in **Rich Text Format (rtf)**. This maintains the document's format.

Special Tip: If you have ever attached documents to messages in Yahoo, AOL, or Hotmail, etc., you should find these steps easy to follow.

First Phase	
Step 1	Type the document you wish to attach in MS Word, Excel, Power Point, etc. and utilize spell check.
Step 2	In the "Save in" box, click down arrow and designate where you wish to save the document; for example, Desktop, a certain folder, on a diskette, CD, USB stick, etc. Note: It is important to remember where you saved the document on your PC.
Step 3	In the "File name" box give the document a title.
Step 4	In the "Save as type" box click the down arrow and select " Rich Text Format. "
Step 5	Click the "Save" button and close your document.
Second Phase	
Step 1	Access your online course.
Step 2	Click on the link for the title of the assignment where you need to post your work.
Step 3	Scroll down and click the "Browse" button to search for your completed assignment.
Step 4	Once you see your assignment, click on it + click "Open" so that it appears in the box directly above "Upload this file.
Step 5	Then click the button "Upload this file."
Step 6	The next and final screen should say " File uploaded successfully."