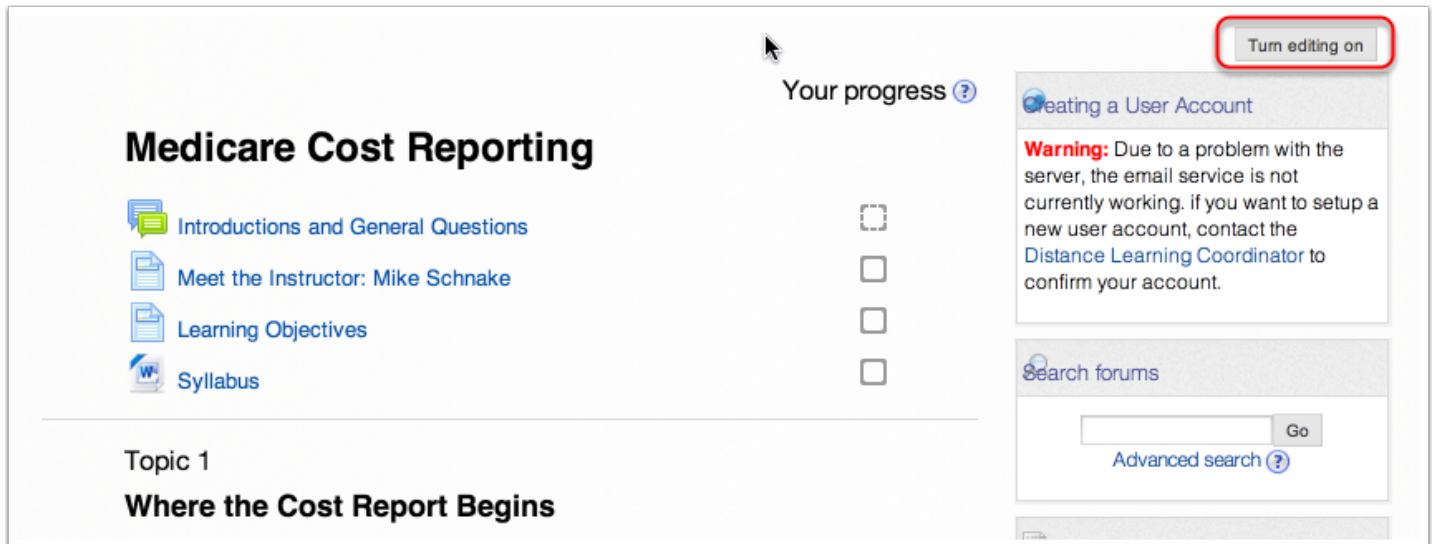


# Moodle: Add a PDF or Doc to a course

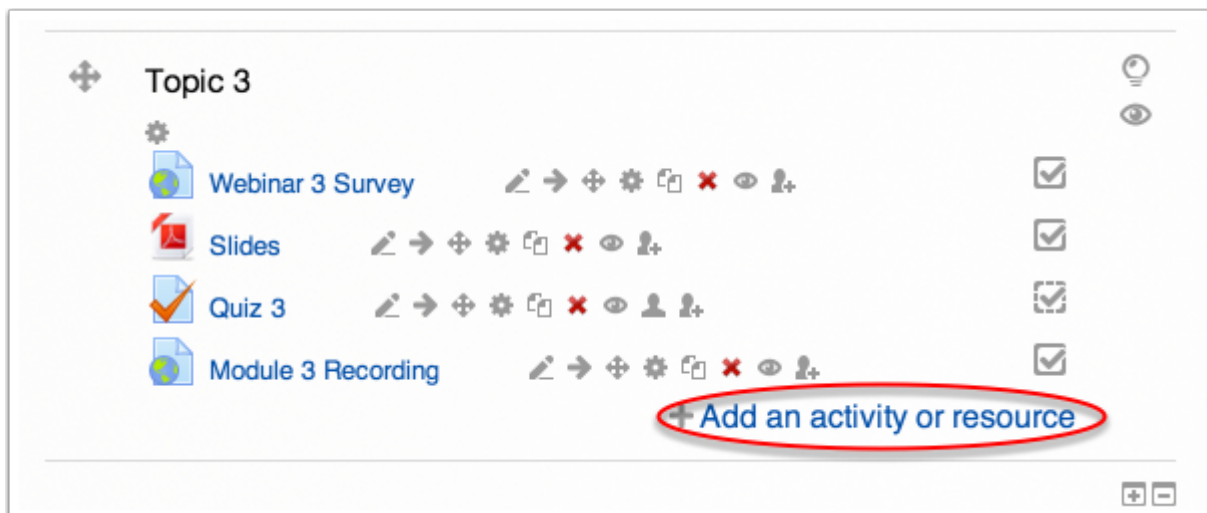
## Step 1

Log into Moodle by going to [nwrpca.net/moodle](http://nwrpca.net/moodle) and selecting **Login** from the upper right-hand corner. Once on your course home-page, select **Turn Editing On**.



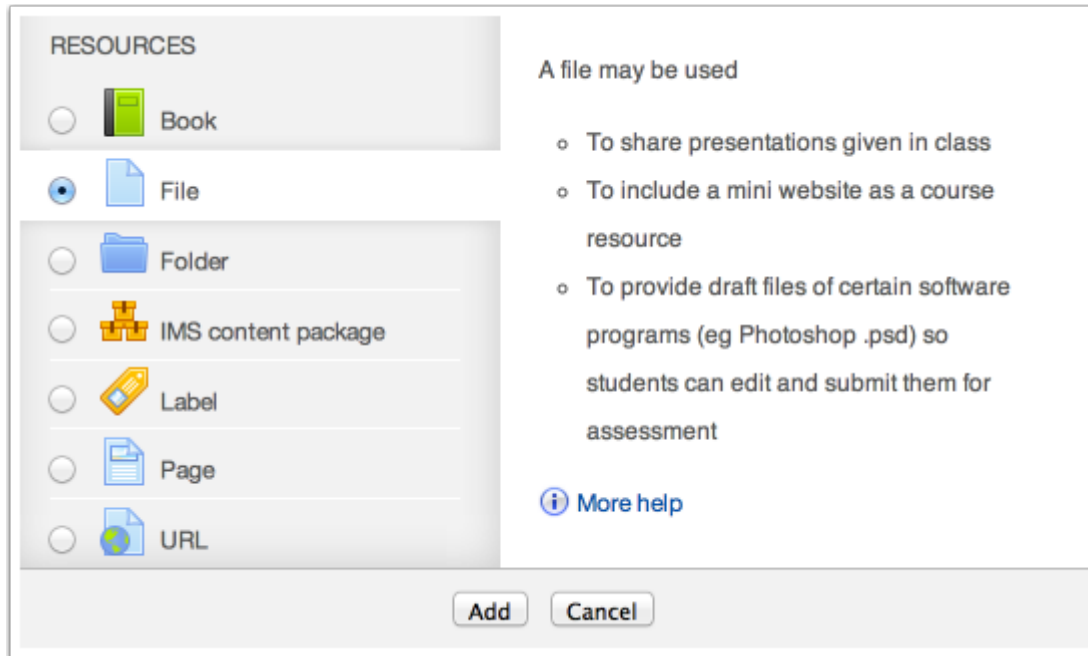
## Step 2

Select **+Add an activity or resource** under the appropriate topic.



### Step 3

This will open up a window from which you can choose what type of activity to add. Scroll down, and under "Resources" select **File**. Then select **Add**.



## Step 4

Give a name and description to your file. Then select the file to add by either pressing **Add** or dragging and dropping your file from another window.

Adding a new File to Topic 3 ?

Expand all

General

Name\*

Description\*  Show editing tools

Display description on course page ?

Content

Select files Maximum size for new files: 2MB

Add... Create folder

Files

You can drag and drop files here to add them.

## Step 5

Appearance

Display ?

- Automatic
- Embed
- Open
- In pop-up**

Under "Appearance" you can change the way that the file will be accessed on the home page. If you select **In pop-up** the file will open in a pop-up when clicked on. Selecting **Force download** will download the file to your computer when clicked on. **Open** will open the file when clicked on. **Embed** will embed the file on the home page.

Scroll down and select **Save and return to course** to finalize it.