# Uploading Files into Moodle

Note: PDF files are ideal files to upload into Moodle. You can configure these files to open to another window which streamlines your students' workflow.

1. Click on the **Turn Editing On** button located at the top right corner of your Moodle page.

2. Scroll down: Click on the "Add an activity or resource" link.

3. Select the **FILE** option.
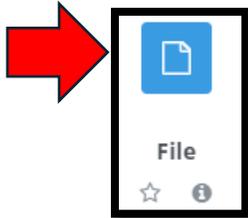
4. Name your file and upload it into the "**file picker**" box. You can use the "**upload file icon**" or the "drag and drop" feature.

5. If you used the "upload file icon" you will be prompted to name your file and upload it. If you use the "drag and drop feature" – the system will use the name of your file.
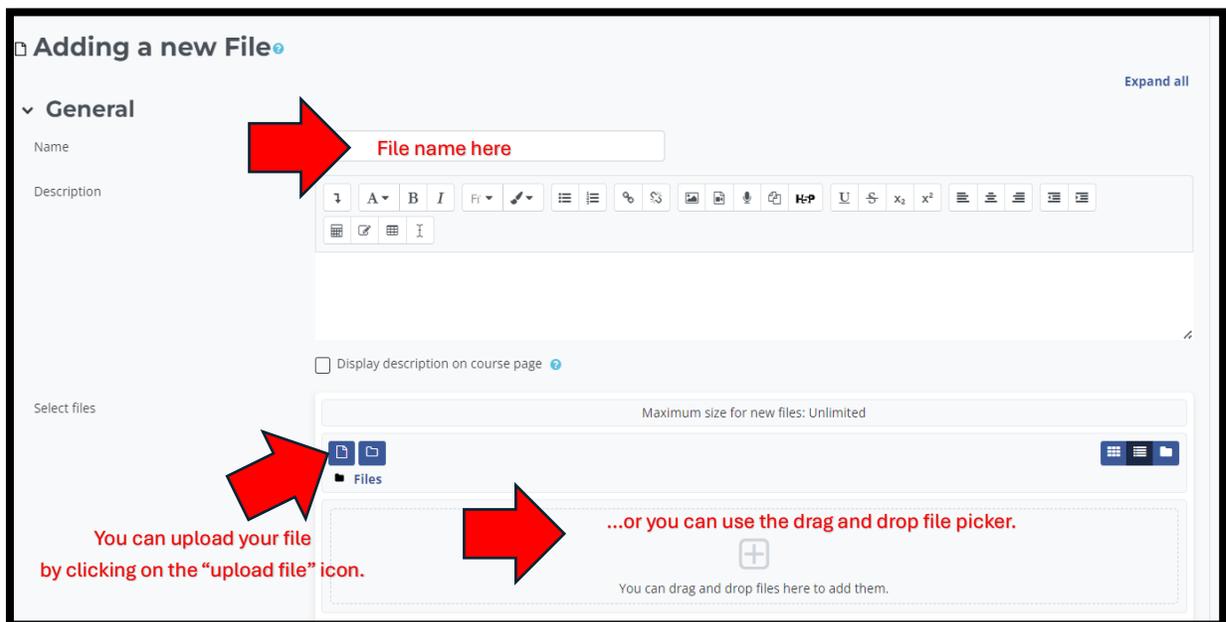
6. Click on "**Appearance**" – Instead of the default "automatic" – select the "**new window**" instead. This will keep your students from getting logged out of Moodle "after" viewing the file.

7. Click on the "**Save and Return to Course**" button.
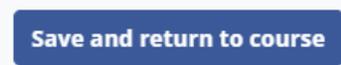
8. If you need to replace an existing file, select the file that you would like to replace. Click on the three dots on the far right. Follow steps 4 to 7 of this document.