

# Create a File Using the Content Tool

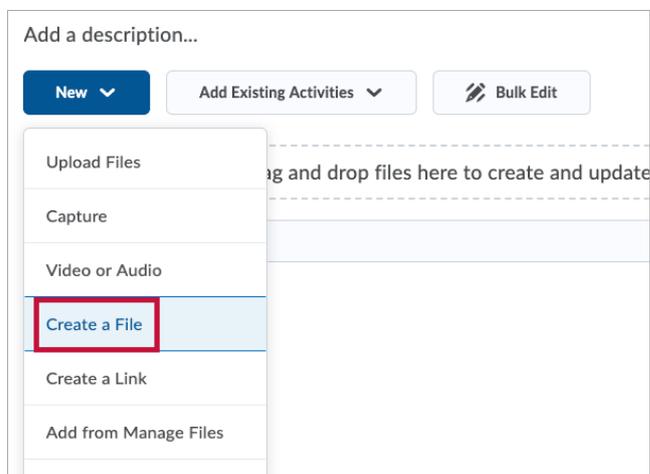
Last Modified on 03/13/2026 4:36 pm CDT

You can create an HTML file directly from the D2L **Content** tool. This will allow you to share information without having to create a file in another program such as **Microsoft Word**. The HTML editor ensures that you don't have to know any HTML in order to create these files.

▶ Show Video Demo

## Create a File in Content

1. Click on the **Content** module where you'd like to add the file.
2. Click on the **[New]** button and choose **[Create a File]**.



3. Create your file using the [HTML Editor](https://vtac.lonestar.edu/help/a117). (<https://vtac.lonestar.edu/help/a117>)