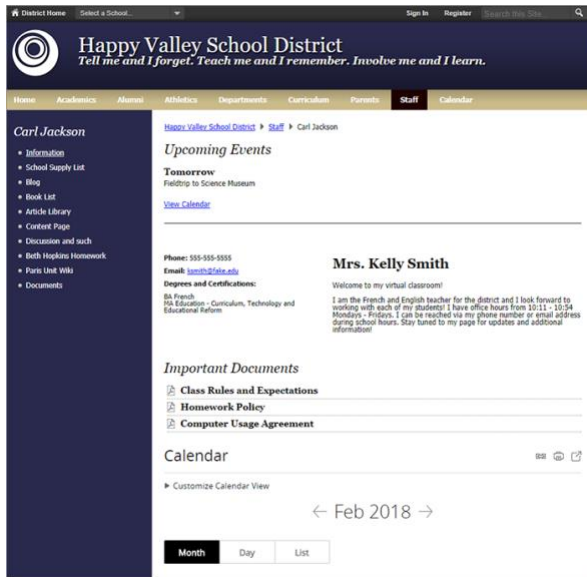# File Library App User Guide

Create a file library to build collections of files that generally have the same topic or theme. For example, you can use this app to create and organize classroom resources such as reading materials, class handouts, class conduct, etc. Place the file library on your main course page for easy access to the information.
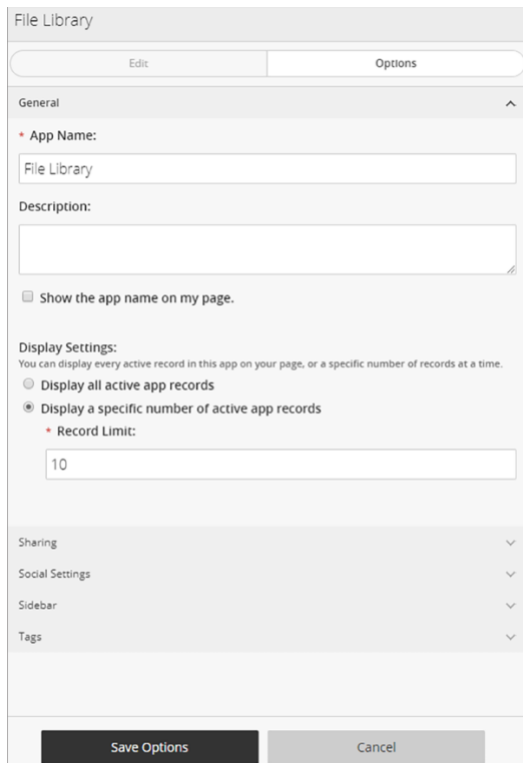

Add the File Library App

Drag the Files app onto your page.

1. Enter the *File Title*.
2. Browse for the *Uploaded File* and enter the *Description*.
3. Enter optional *Start* and *End Display Dates*.
4. Select your *Viewers* and enter *Tags* for your file.
5. Select *Activate on my page* to display the file library on your page.
6. Select *Save*.

Set additional options

1. Select *Options*.
2. Enter a title in the *App Name* text box.
3. Enter the *Description*.
4. Select *Show the app name on my page* to display the updated app name.
5. Choose the *Display Settings* for the number of posts to list.