Add a Description to a File or Folder

Step 1- Edit

1. After logging into Mahara, go to the “Content” tab.
2. Go to the “Files” tab.
3. From the file list below choose the appropriate file/folder and click the “Edit” icon to the right of the file/folder name.
Step 2- Enter Text

1. Enter your text in the “Description” field.
2. Click “Save Changes”.

![Image showing the steps 1. enter text and 2. click "save changes" in a software interface.]
Step 3 - Done

1. You will see your explanatory note to the right of a file/folder