# Files and QMplus

You can upload all sorts of files to QMplus.

* Word
* Excel
* Powerpoint
* PDF
* Text
* Rich text
* JPG
* PNG
* ZIP
* …and many more

However, things to remember:

* File sizes – be particularly careful with images. It is easy when working on fast networks on campus to be oblivious to file sizes. Powerpoint files can quickly become very large.
* Multimedia – video and audio files should be put on our media server, QMplus Media. Not only are the file sizes for this type of content a problem, QMplus is also not good at delivering audio and video content. QMplus Media is designed to host and serve this type of content.
* Those downloading your files may need software to be able to view them. Many people access QMplus on devices such as smart phones which may not have Microsoft Office on them. Using QMplus “books” and “pages” are other ways of adding content which do not require specialized software to access.
* QMplus areas can quickly become large, long lists of files. It can become difficult for students to find what they are looking for. Techniques that can help are:
	+ Giving files meaningful names
	+ Providing a description with the file telling students what they might be expected to do with it
	+ Creating folders to group related files together
* If there are files in your QMplus area that you are not using, delete them. Although it is possible to hide files from students, constantly collecting files in a QMplus area means that it will get larger and larger. This will slow down your course area. We archive QMplus courses every July. If you used the file in your course area last year, it will be on the archive.

“.EXE” (executable) files should **not** be uploaded to QMplus.