

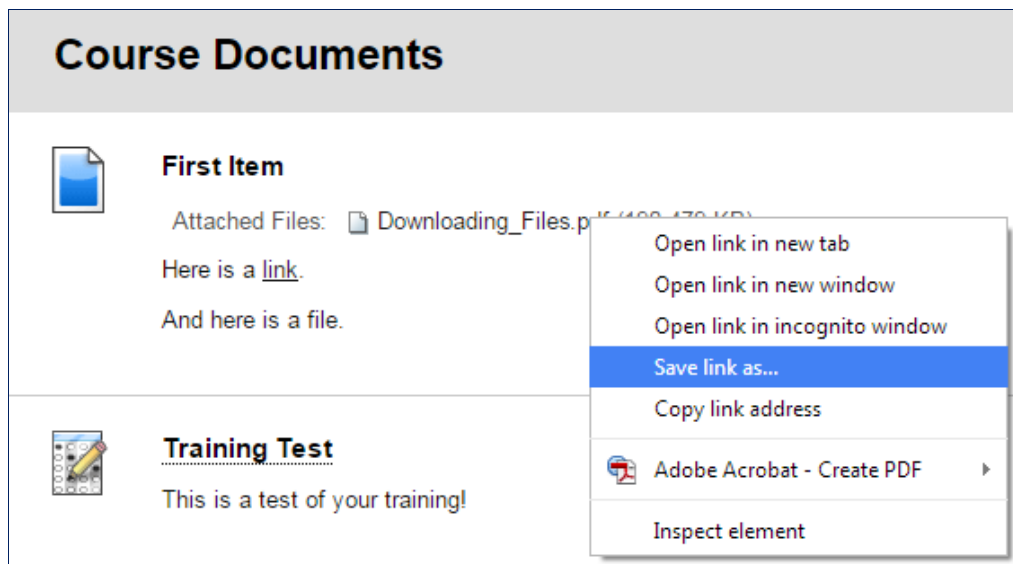
Blackboard 9.1 Downloading Files

Documents, presentations and other files that have been posted in Blackboard can be downloaded to your computer. Normally, if you have a suitable application for the file, it will download or open just by clicking the link: PDF files, for example, can open in the browser. However, when working on a computer that does not have the necessary application to open the file (e.g., a QuickTime movie or PhotoShop image), you may download the file for later use.

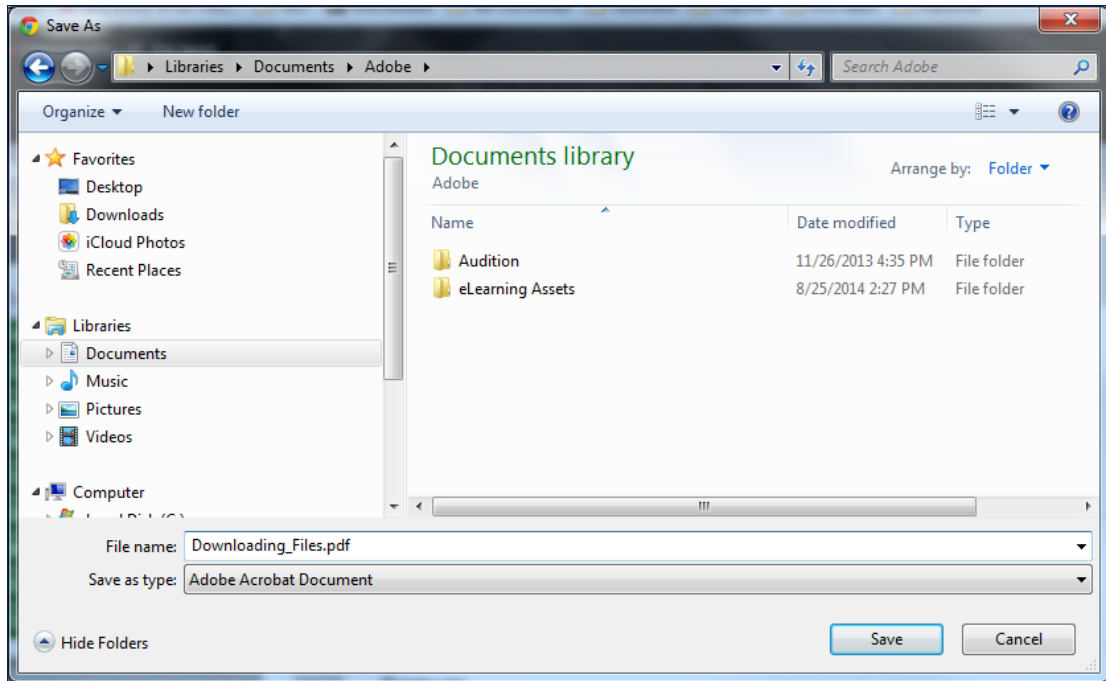
Your browser will either copy the file directly to the system's Downloads folder or ask where you would like to store the file. Saving files to your computer then allows you to print them or send them by email. You can then open the file on a computer that has the appropriate software.

To download a file rather than opening it directly:

1. Point the mouse at the link to the document you want to download, and right-click the mouse. (For track-pads, use the appropriate combination of fingers for the equivalent of right-clicking.)
2. A shortcut menu will appear. Select **Save Target As**, **Save Link As**, or the equivalent command for your browser.



3. Choose the location to save the file, such as Desktop or Documents. You may also rename the file by typing a new title in the **File Name** box. Click **Save**.



4. After the download has completed, use Windows Explorer, Macintosh Finder, or a similar utility to open the file. You may also copy the file to removable storage, such as a flash drive; copy it to cloud-based storage, such as Google Drive or Apple iCloud; or attach it to an email message.