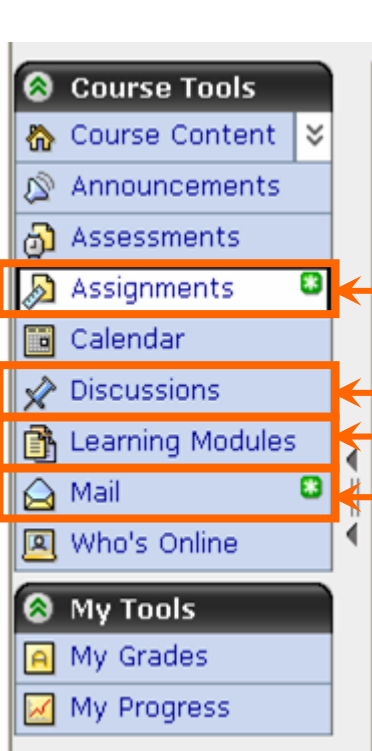


Downloading Files

This tutorial shows how to upload and download files.

Files can be uploaded or downloaded from the **Assignments** drop box, **Discussions**, **Learning Modules**, and **Mail** tools.



Downloading Files

There are two ways to download files, the second of which is a shortcut.

1. The first way is to open a file by double clicking on the link with your **LEFT** mouse.



Segments Outline.doc) file located in the **Attachments** area, below.

Complete the segments required for Unit 2, then submit your assignment by uploading it into the Unit 2 Business Plan Segments Assignment Drop-Box. Be sure to label your file with your last name (e.g., Smith Unit 2).

Attachments:
[Unit 2 Business Plan Segments Outline.doc](#)

Due Date
June 17, 2006 11:59 PM

Type:
Work individually

Grading Criteria:
out of 25

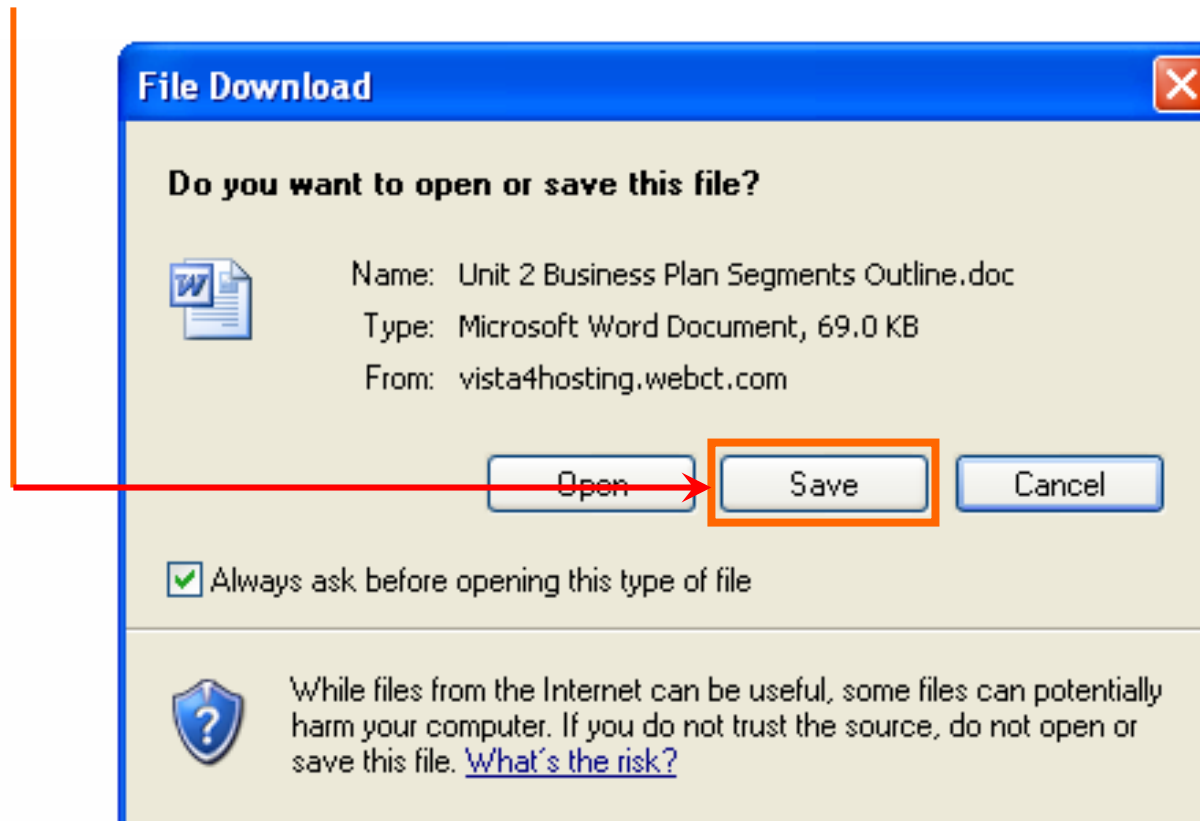
Use HTML

Add Attachments

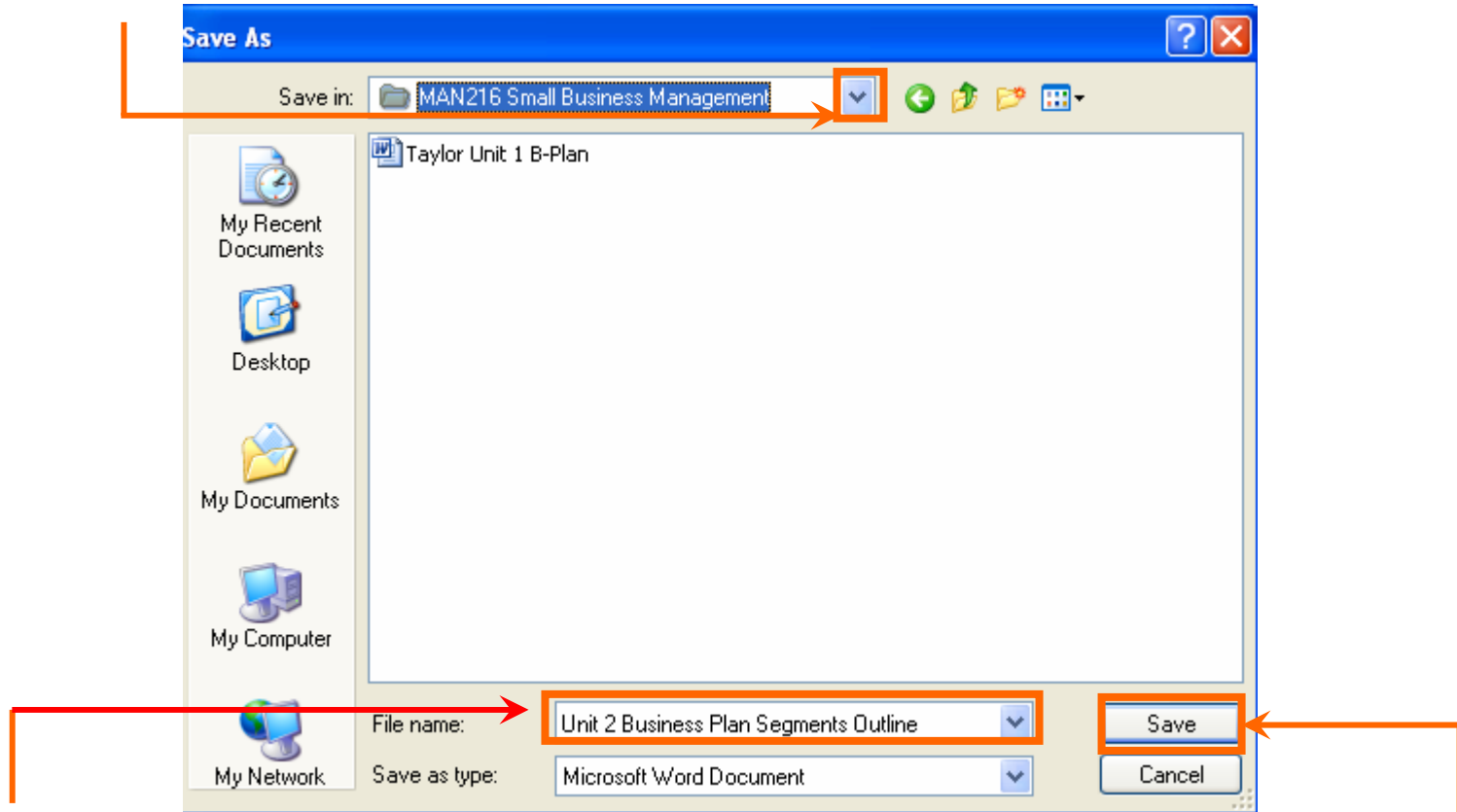
Add Comment:

Submit Cancel Save as Draft

2. Click the **Save** button *once* with your **LEFT** mouse to save the file on your computer.

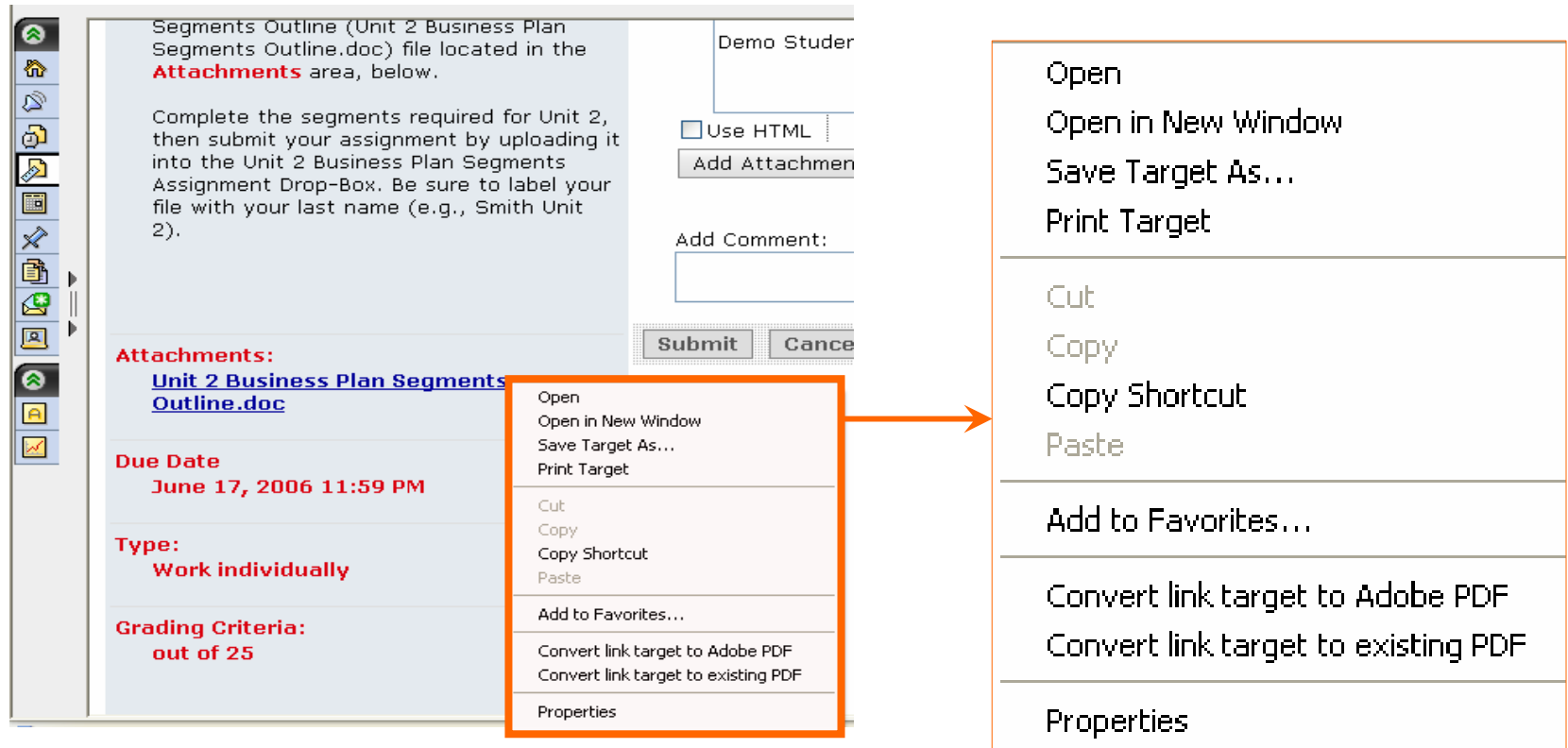


3. Click the **Save in** pulldown button to select where to save the file on your computer. Scroll through the choices and **LEFT** click *once* to select a folder or your desktop.



4. Retain the **File name**. Or, rename the file by clicking in the **File name** field, deleting the current name, and typing in a new file name. Click the **Save** button to download the file.

The second way to download a file is a shortcut that eliminates opening and saving the file (Steps 1 and 2 in the previous instructions).

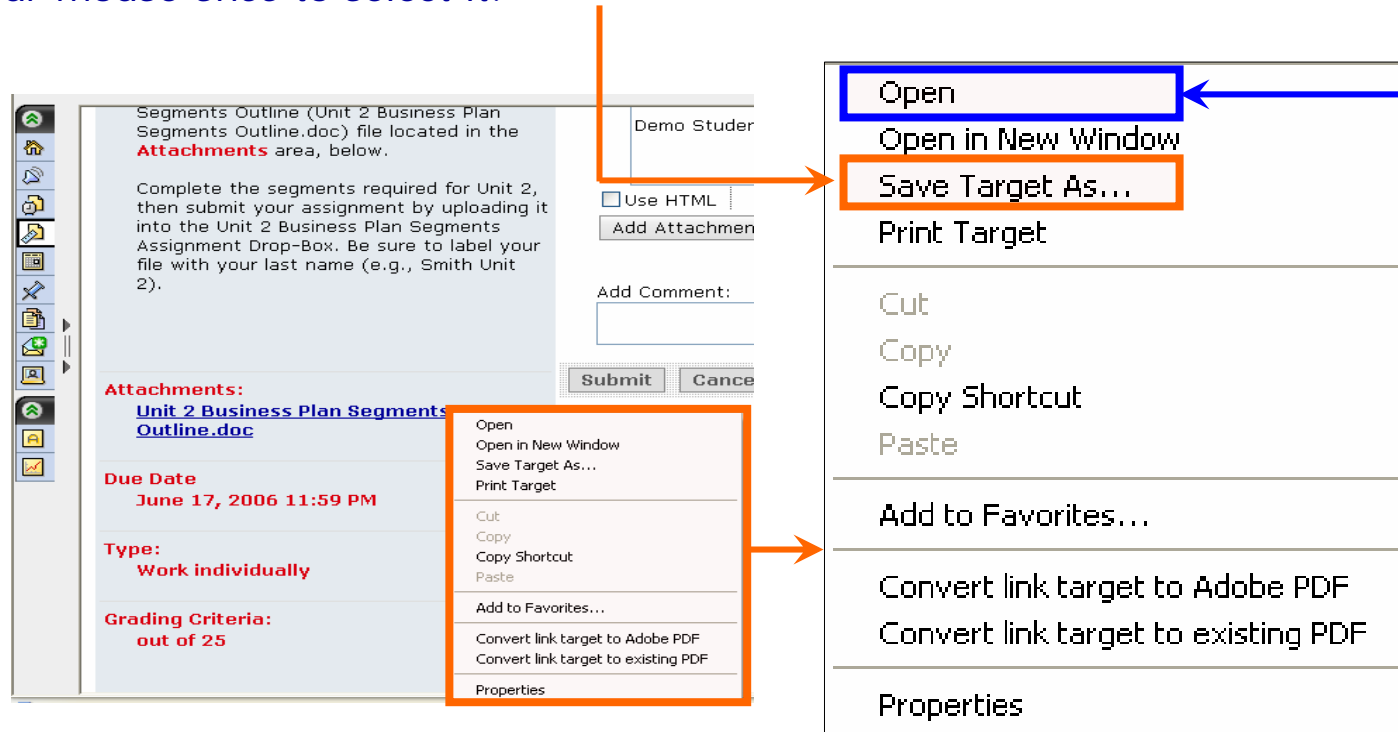


The screenshot shows a web application interface with a sidebar on the left containing navigation icons. The main content area displays instructions for submitting assignments and a list of attachments. The attachment list includes a link for "Unit 2 Business Plan Segments Outline.doc". A context menu is open over this link, with an orange box highlighting the menu items. A larger orange box to the right shows the expanded menu options, which include "Open", "Open in New Window", "Save Target As...", "Print Target", "Cut", "Copy", "Copy Shortcut", "Paste", "Add to Favorites...", "Convert link target to Adobe PDF", "Convert link target to existing PDF", and "Properties".

1. To shortcut the download process, hold your mouse over the link of the file you want to save, then **RIGHT** click *once* to access the choices in the **orange box**, above.

2.

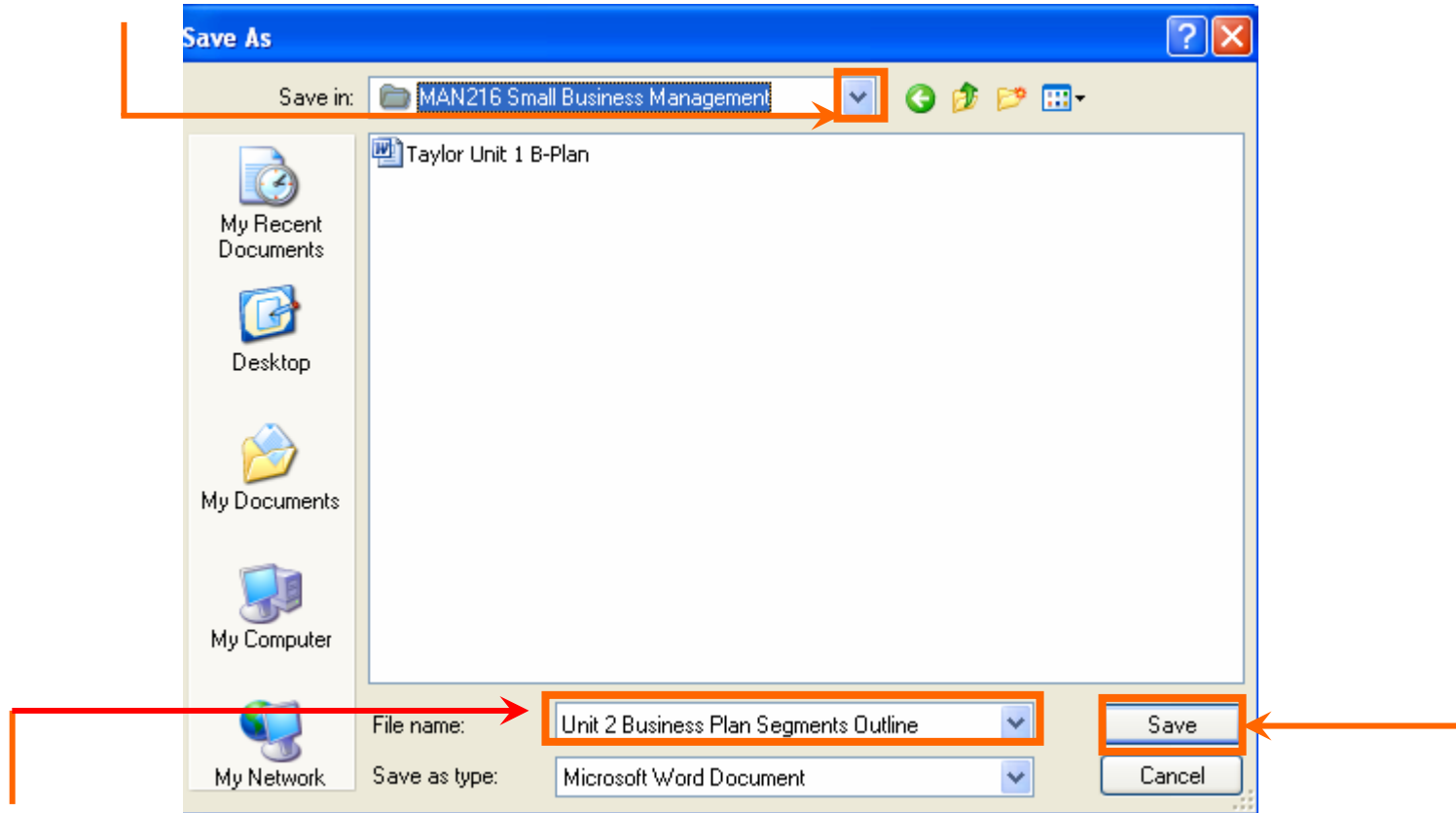
From the choices in the box, roll up or down to highlight **Save Target As...**, then **LEFT** click your mouse *once* to select it.



If the **Save Target As...** is not an option, select **Open**, **LEFT** click *once*, and click the **Save** button when prompted.

3.

Click the **Save in** pulldown button to select where to save the file on your computer. Scroll through the choices and **LEFT** click *once* to select a folder or your desktop.



4.

Retain the **File name**. Or, rename the file by clicking in the **File name** field, deleting the current name, and typing in a new file name. Click the **Save** button to download the file.