



Course Tools: Downloading & Viewing Shared Files

1. Click the link "Manage Files" in the "Content Tools" listing on the left hand side of your screen



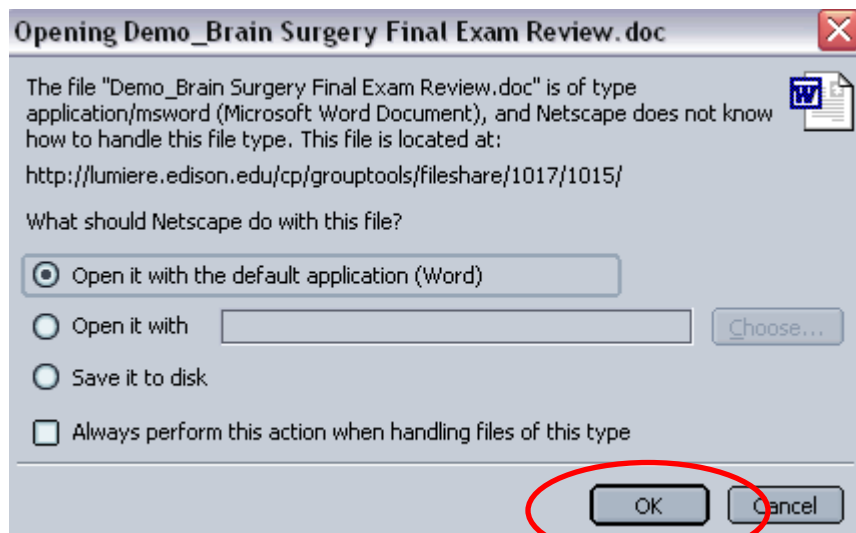
2. Click the link of the file you would like to view or save



3. Click the radio button to the left of the option you would like to select

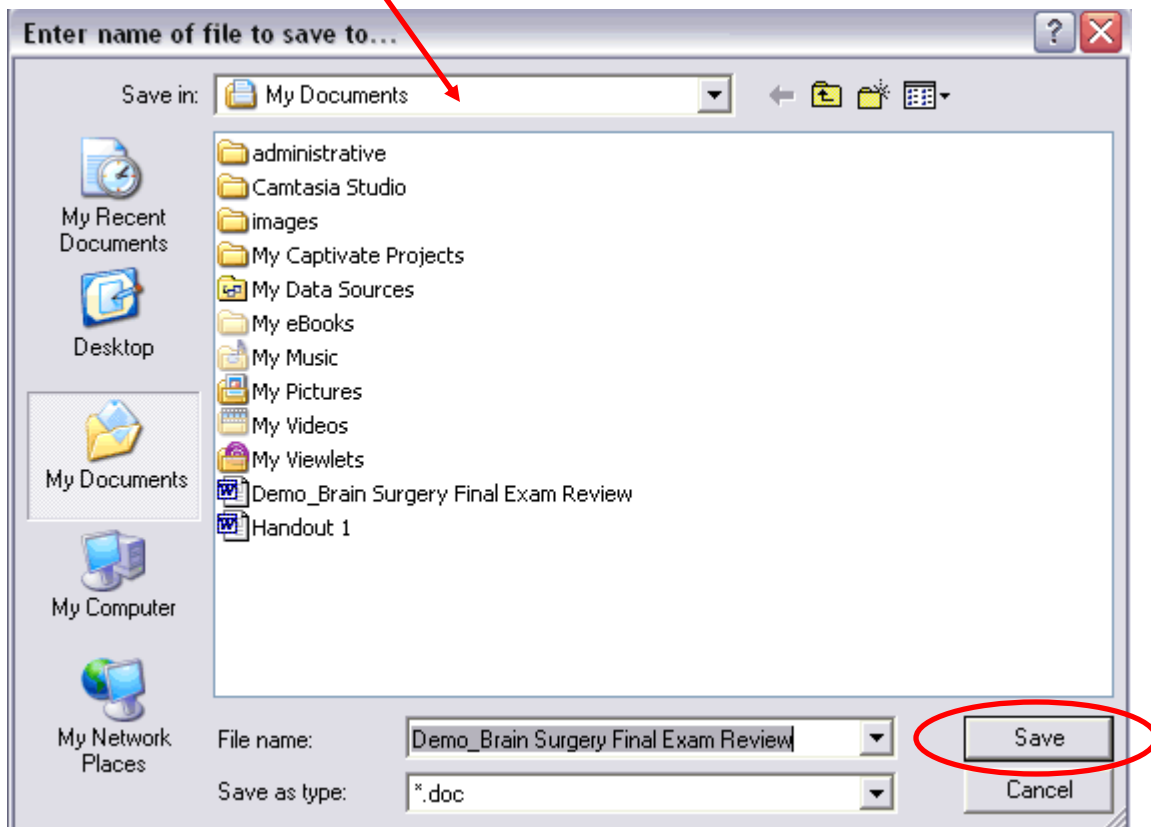
Depressing either open selection will prompt the application to open and automatically allow you to view the file.

Depressing the save option will ask you to place the file where you would like it to be stored on your hard drive.



4. Click the "OK" button

5. When saving the file to disk you will be prompted to browse to a location where you will save the file



6. Click "OK" to save the file