

Computer Skills: Download Tutorial

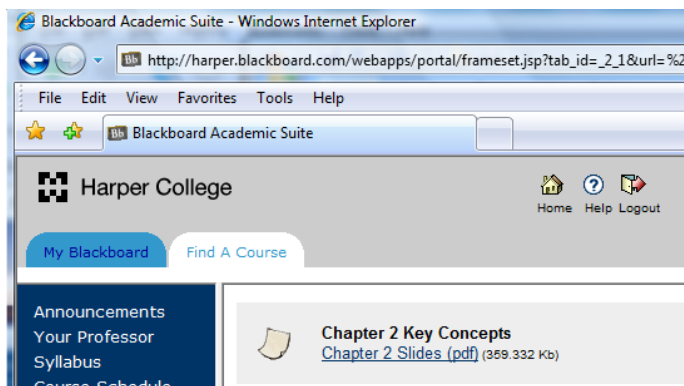
Downloading

Downloading is transmitting a file from a server computer (*like the one our course management system runs on*) to your computer. In a distance learning course typically you will need to download word processed documents or PowerPoint presentations.

Getting Started

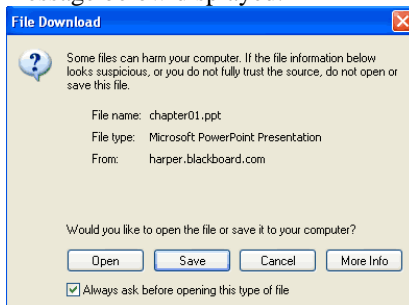
Launch a browser and navigate to the area where there is a file you need to download -- for example, you may need to download a file from your course Syllabus or Course Material sections.

See the figure below for an example that a link to "Key Concepts". The text below the link indicates that it is a PowerPoint presentation.



Download the File

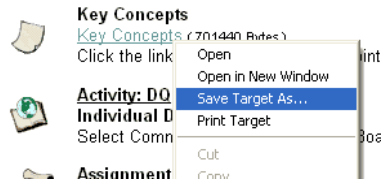
To download a file, click on the link. In the example below, the visitor clicked on the "Key Concepts" link. The message below displayed.



Now make a choice. Click either the **Open**, **Save**, or **Cancel** button

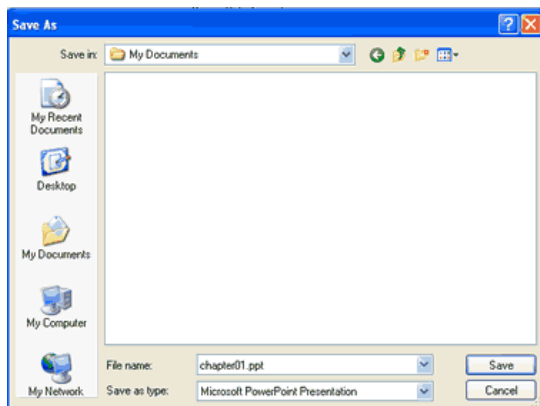
- To open the file immediately and view it, click the **Open** button.
- To save the file to your computer, click the **Save** button (follow the instructions for saving an attachment).
- If you are unsure what to do or have changed your mind about downloading, click the **Cancel** button.

Shortcut: If you know that you want to save the file, *right-click* on the file name and then select "**Save Target As**". See the figure below.



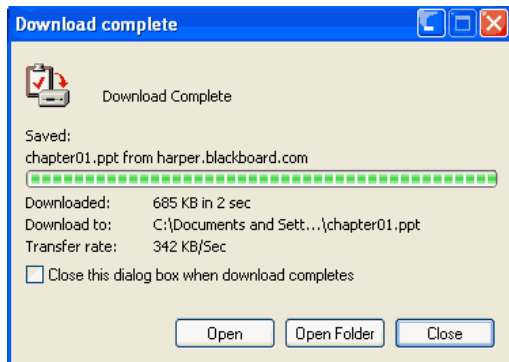
Save the File

If you chose an option to save the file above, the **Save As** dialog box will display. Navigate to a folder (usually the "My Documents" folder or folder within this area) and select a location for the file.



Click the **Save** button.

The **File Download** dialog box will display. It shows the progress of the file download. When complete, as in the figure below, you can choose to open the file, open the folder, or just close the message box.



Click the **Open** button to view the file.