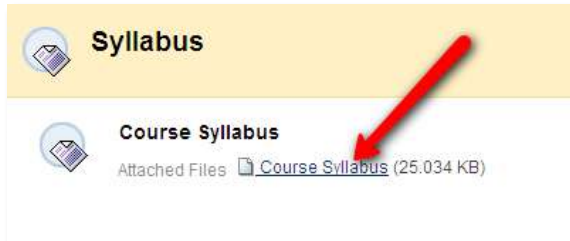
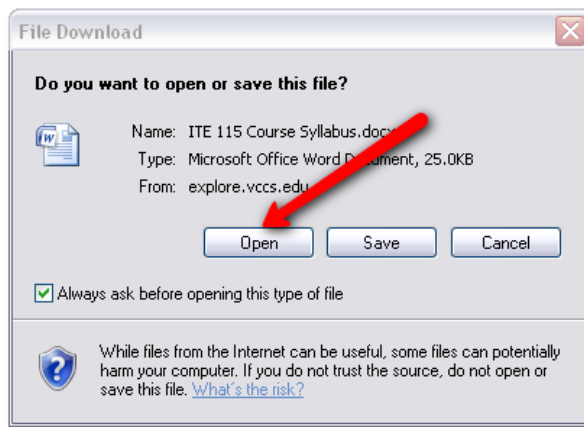


## Opening a File in Blackboard

1. In the course page, locate the file you want to open
2. Click the link under the name of the file



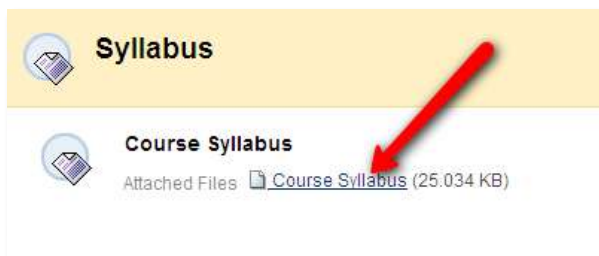
3. Select **Open** to open and view the file within Blackboard.



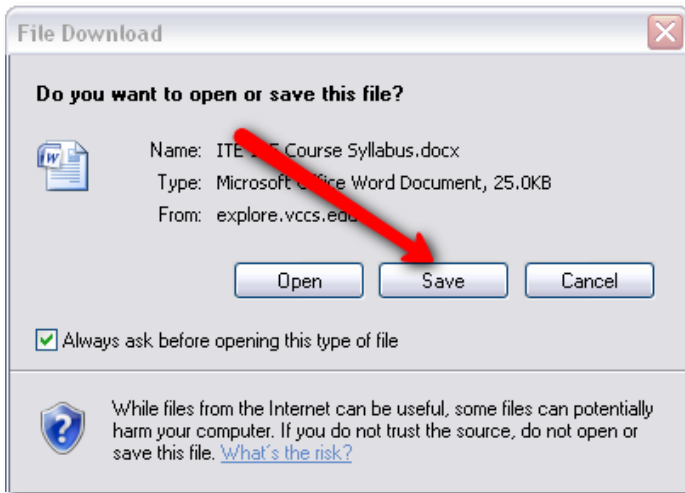
4. The file opens in your Word processing software for you to view

## Saving a File in Blackboard

1. In the course page, locate the file you want to open
2. Click the link under the name of the file



3. Select **Save** to save the file to your local computer



4. Locate the area on your computer that you wish to save the file and click **Save**

