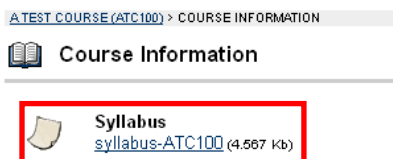


Viewing Documents in Blackboard:

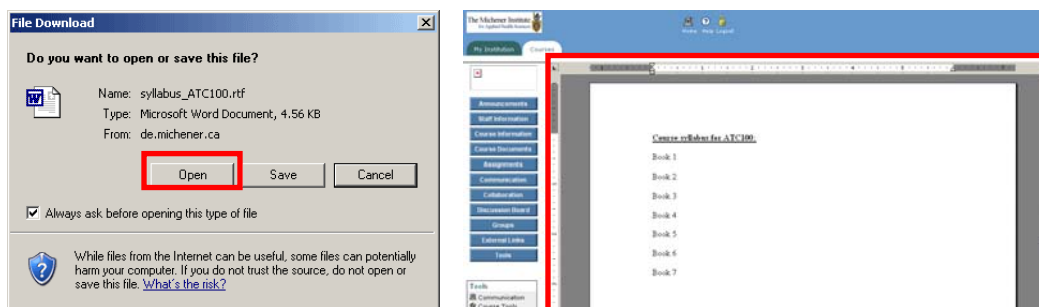
Documents such as the Microsoft Word format (.doc), Rich Text Format (.rtf) and plain text (.txt) can be displayed within the Blackboard Frameset if you are using Microsoft Internet Explorer.

To view a document in Microsoft Internet Explorer:

1. Navigate to the content area containing the document link

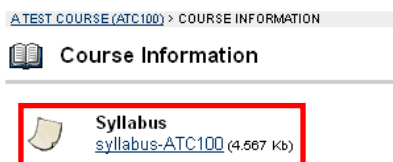


2. Left-click on the link, click **“Open”** when prompted; the document will display within the Blackboard frameset

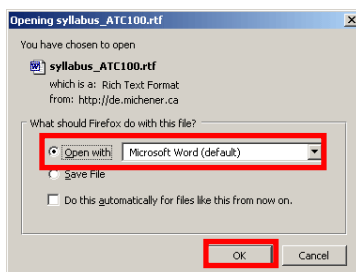


To view documents in other browsers (Mozilla Firefox, Safari, Opera...):

1. Navigate to the content area containing the document link

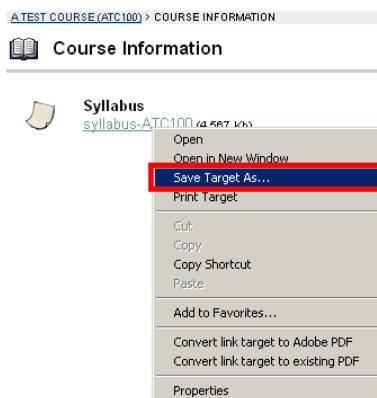


2. Left-click on the link; you will then be asked to choose which software you would like to use, such as a word processor, to view the document or to save the file to your computer. Click the radio button **“Open with”** and click **“Ok”** to view the document in an external word processor

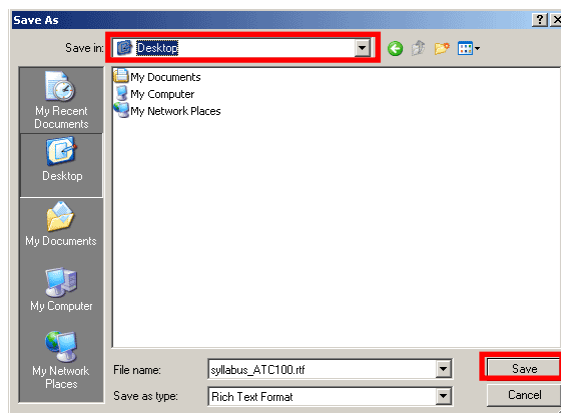


To save a document to your computer:

1. Right-click on the document link and select **“Save Target As...”** (**“Save Link As...”** in Mozilla Firefox)



2. Select a location from the **“Save in”** drop-down Menu



3. Click **“OK”**

4. Navigate to the location where you saved the file using the Windows Explorer or the Mac OS Finder and double-click on the file to open it in the appropriate application