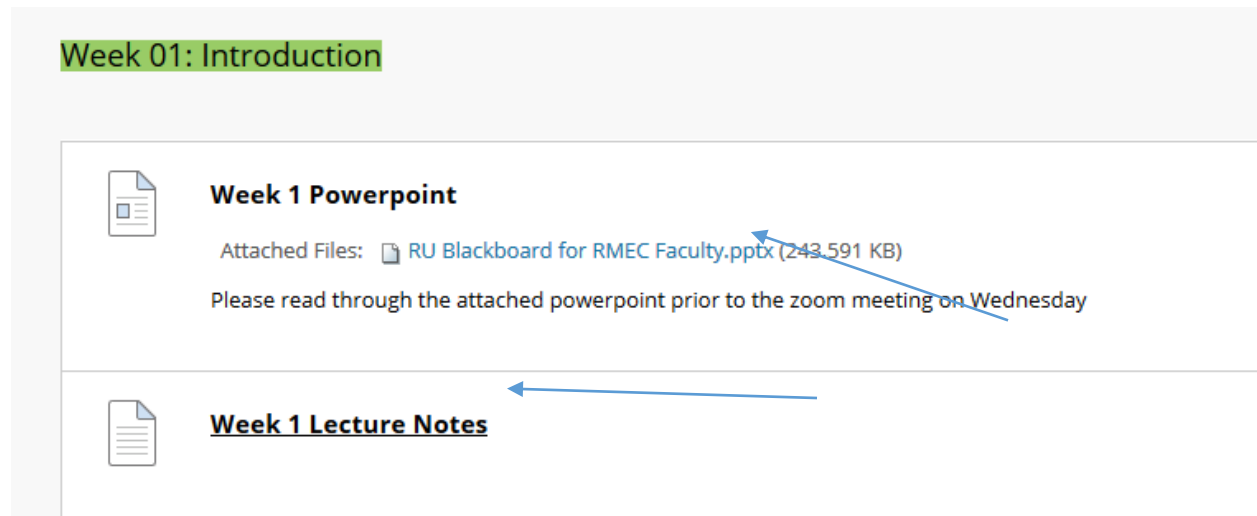# How to Download files from Blackboard to your Computer

Downloading and printing files is easy, once you know how. When using Blackboard your instructor may make files available that you wish to download to your computer in order for you to work on them or read them at another time. You may wish to print off a copy to read when you are away from a computer.

Identify the files you wish to access

You can tell if a file is available for you to download because it will be underlined and in blue text or the name of the file will be underlined. Next to the file name Blackboard reports how large the file is in bytes. The example screenshot above shows 2 files that may be downloaded. Clicking on the blue file link will display a pop up prompt asking if you'd like to open or save the file. If you click on the black underlined file name it will display the file in a new tab in your web browser.

Downloading files from Blackboard to your computer
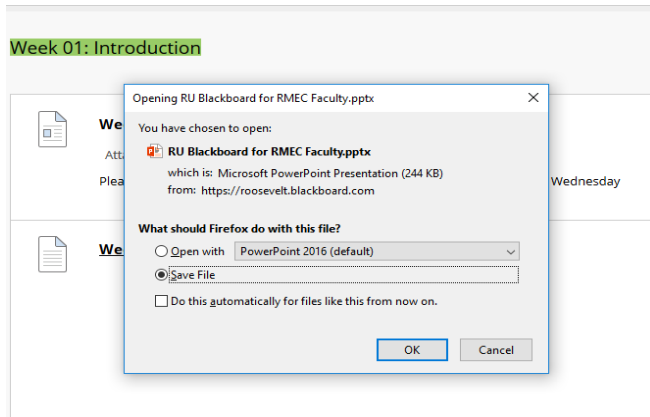
1. Use your mouse to **click** on the blue file link
2. You should see a **context menu** that looks like the one shown above. Select **Save File** and click OK.
3. Follow the prompts within your browser to identify a place to save the file.

If the file opens in a new tab in your browser
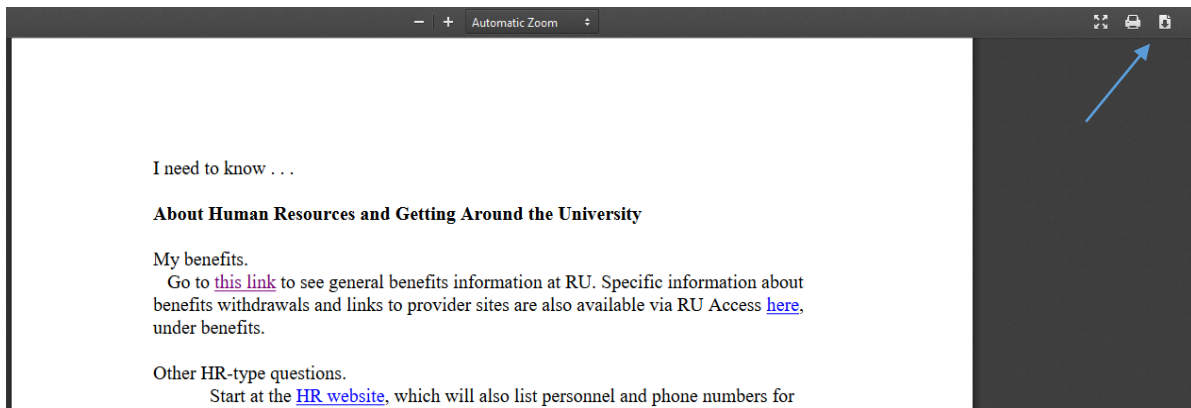
1. Use your mouse to click on the download icon at the top of the screen (it is usually displayed as a piece of paper with an arrow pointing down but this may vary by browser)
2. A context menu should appear as in the picture above. Select **Save File** and click **OK.**
3. Follow the prompts within your browser to identify a place to save the file.
4. If you don't see a context menu then your browser may have downloaded the file to a downloads folder located on your computer