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TUTORIAL

HOW TO DOWNLOAD FILES

You can save content from Blackboard by downloading it from Blackboard to your computer.

1. Log into Blackboard.

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Welcom	e to Blackboard at Pace Univers	ity
Log	in here with a Pace University ID	
	Log in to Blackboard	· · · · · · • • • • • • • • • • • • • •

- 2. Go to the gray section of the left navigation bar to Course Management and click on Files.
- 3. Click on the Course Name.

	COURSE MANA	GEMENT	
¥	Control Panel		
•	Files		>
	JDraperTest		
		Go	
	Basic Search Advanced Search	n	

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4. To choose the document you want to download, click on the box next to the File Type and click on Download Package.

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\rightarrow	Download	Package	Сору	Move	Delete	
:	File Type	Name				-
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	BOT	Docume	ent 2.doc	x		
	BOC	Docume	ent 3.doc	x		
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5. The box below will appear, and you can click OK to Open.

Opening JDraperTest.z	ip 🛛 🕅	
You have chosen to	open:	
IDraperTest.z	ip	
which is: zip A	rchive	
from: https://k	blackboard.pace.edu	
What should Firefor	x do with this file?	
Open with	7-Zip File Manager (default)	
Save File		
🔲 Do this <u>a</u> uto	matically for files like this from now on.	
	OK Cancel	

6. Files will be saved on your computer as a zip file under Downloads.

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