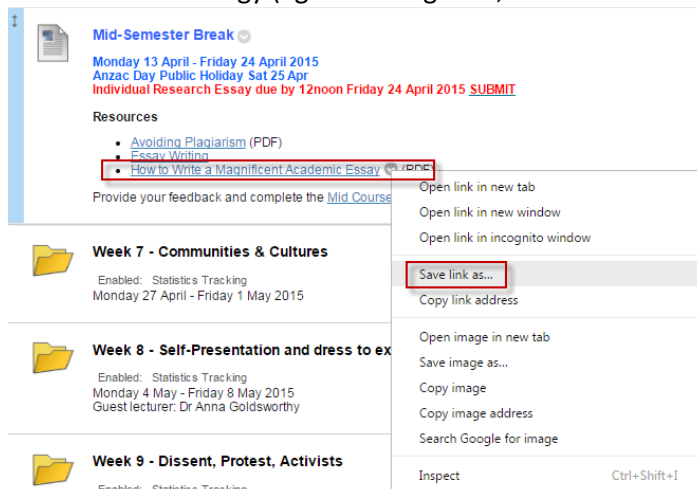


Save/Download Individual Files

The following steps will let you save specific files (.doc, .docx, .pdf, .xls, .xlsx, .rtf, jpg, .txt etc) from Blackboard to a location on your computer.

Note: These instructions will not save content on pages within Blackboard courses. You may want to consider saving page content (e.g. announcements, weblinks, assignment instructions and discussion board posts) as web pages, print to PDF, or, alternatively, by copying and pasting into Word.

1. Log in to Blackboard at <https://myuni-blackboard.adelaide.edu.au>, open the Blackboard course and identify the files you wish to save and access for future use
2. Right-click on the file
3. Select *Save link as...* Depending on your browser (Chrome, Firefox, Safari) this menu may use different terminology (eg. Save Target As, Save linked contents as).



4. Follow the prompts to save the file. Save the file to a location where you can find it for future use (shared network or Box folder recommended).