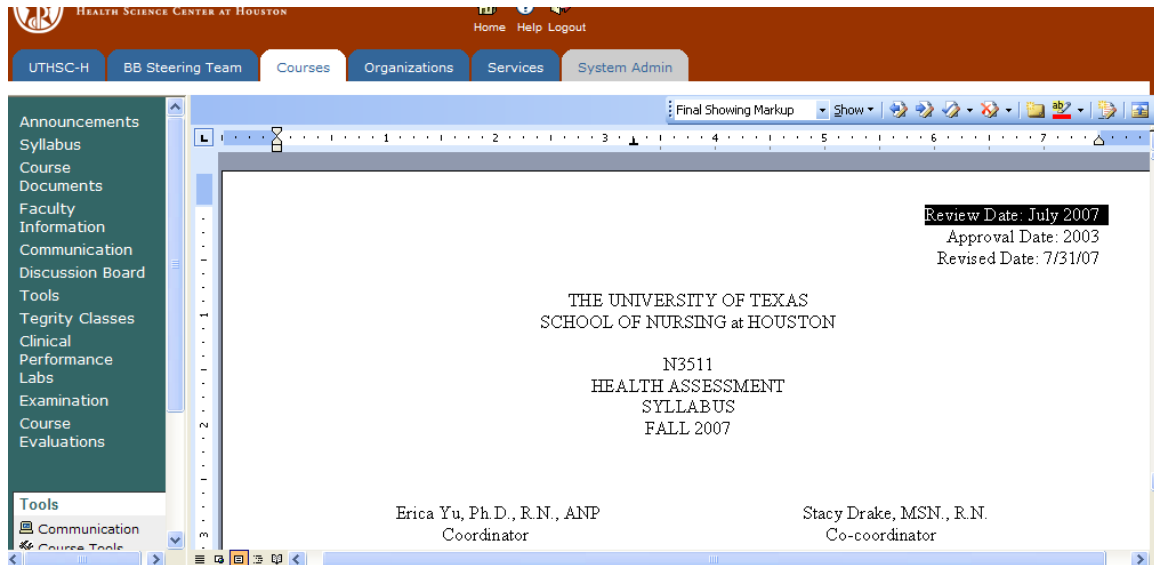


Opening, saving and Printing documents in Blackboard

Microsoft Word

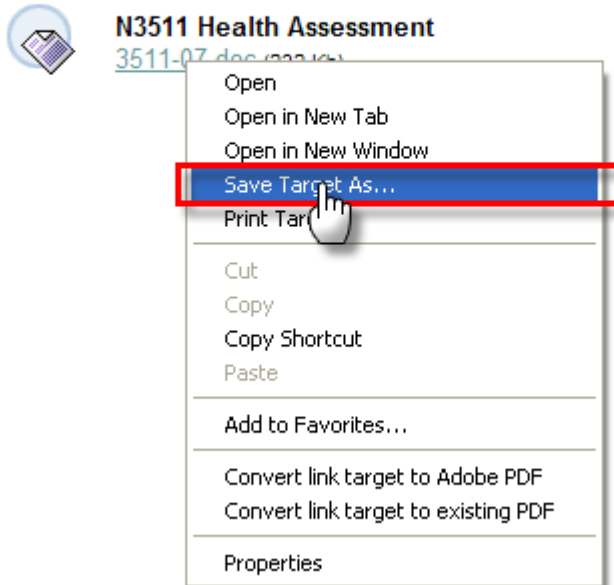
With Internet Explorer, the Word document will open up in the context frame (see Figure 1) when you click on the link. You cannot save or print the document from here.

Figure 1.

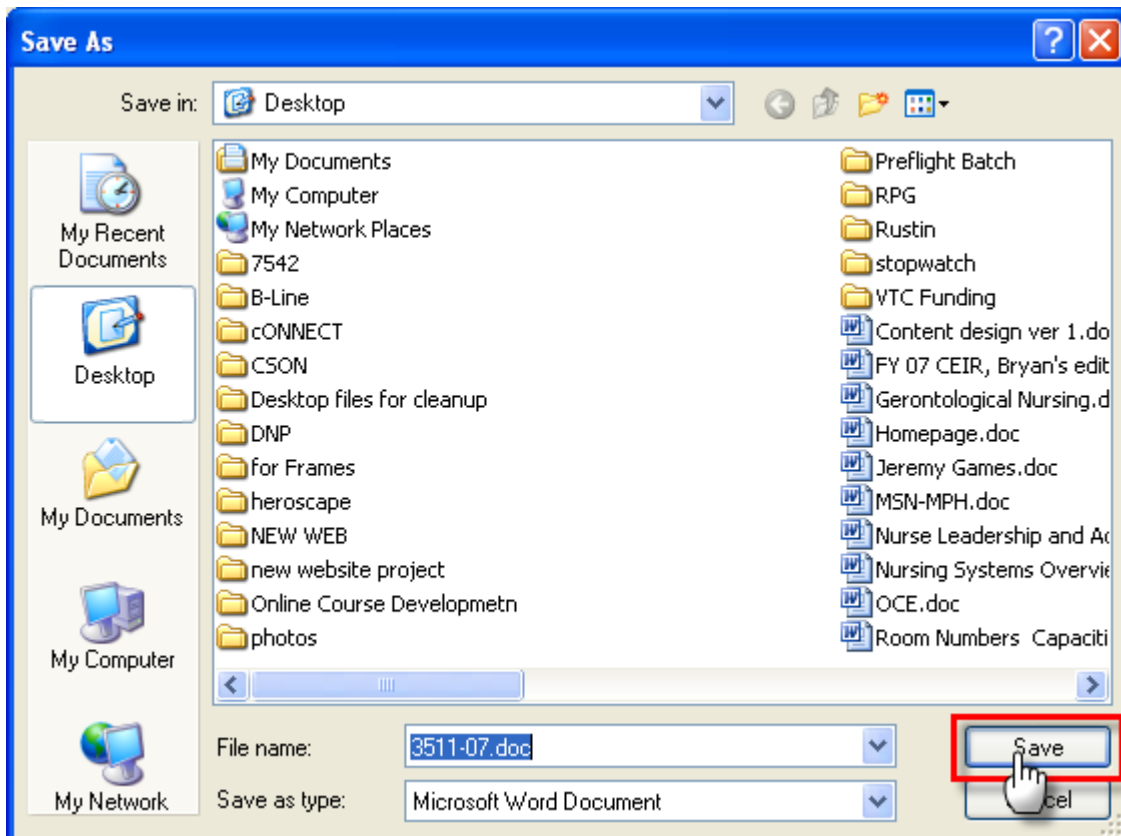


To save the syllabus as a MS Word document, right click on the link. In Internet Explorer, select Save Target As and save the file to your computer. (See Screen Shots below)

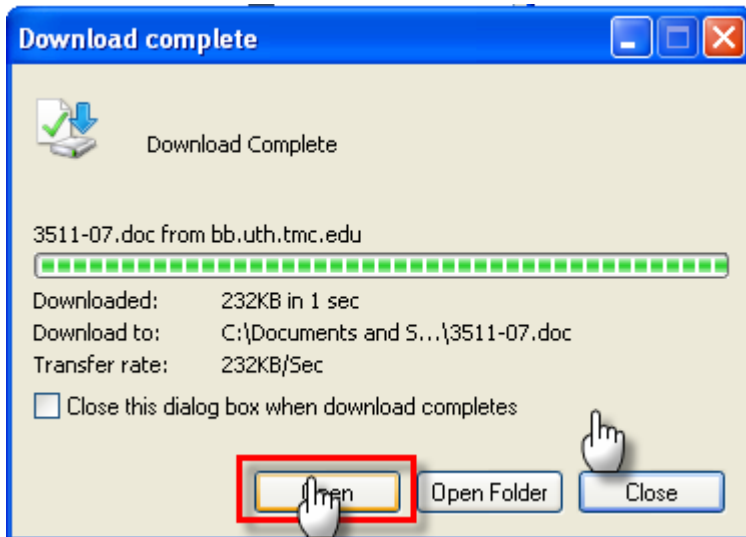
Syllabus



Save to your computer



Click Open

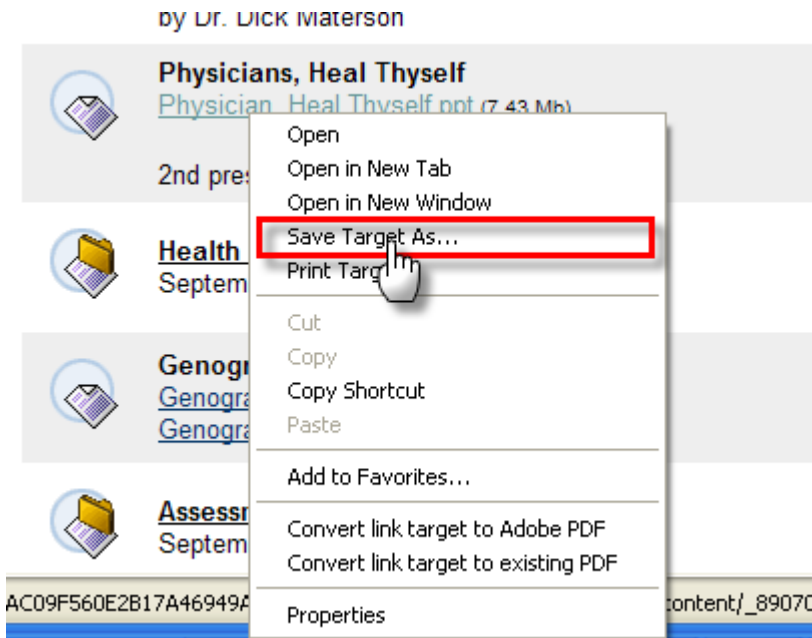


PowerPoint

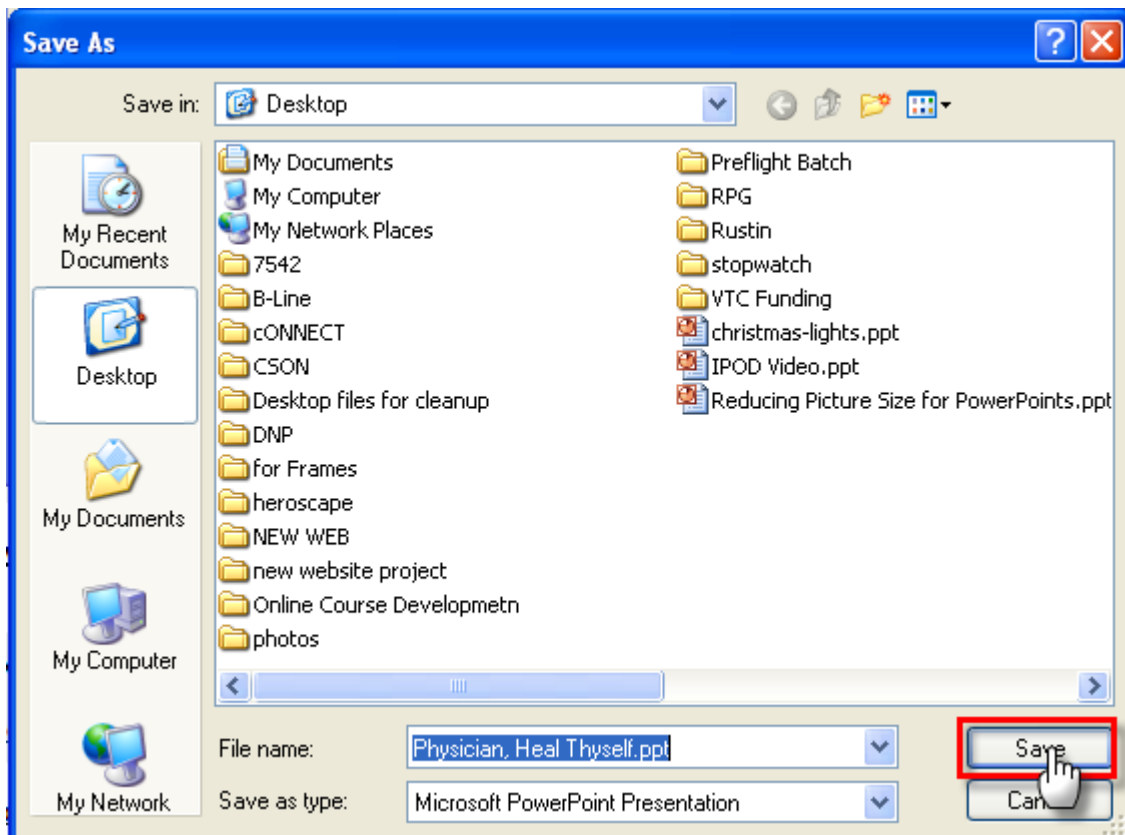
With Internet Explorer, the document will open up in the context frame in slide show view (See Figure 2) when you click on the link. You cannot save or print the document from here.



To save, right click on the link. In Internet Explorer, select Save Target As and save the file to your computer. (See Screen Shots below)



Save to your computer



Click Open

