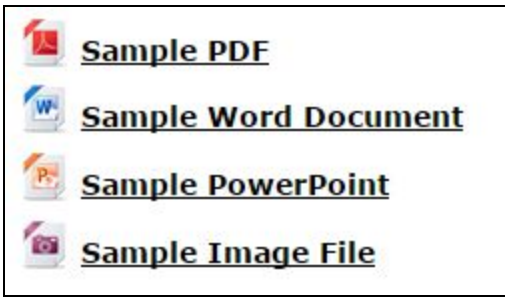


How to Download, Save and Open a File in a MOODLE Course

(Mozilla Firefox)

Your MOODLE course may contain links to files that can be downloaded and opened (or saved) on your computer. The icons to the left of each link in MOODLE indicate the type of file that will be downloaded when clicked. Following are example icons and file types:

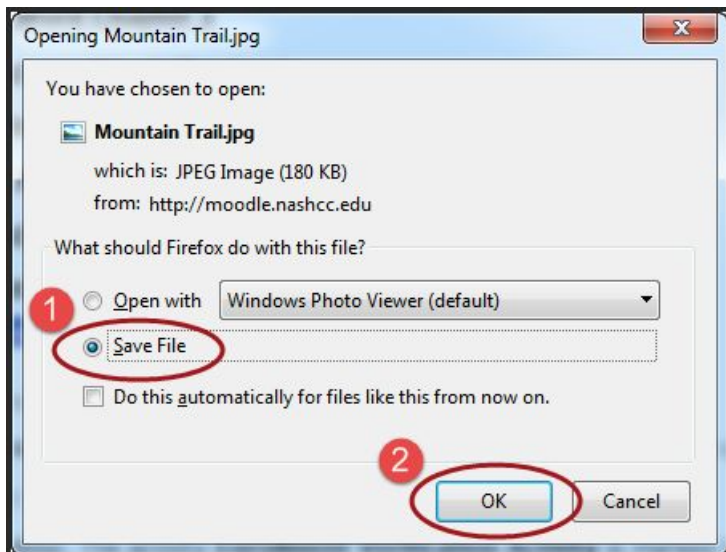


To download and open a file from MOODLE using Google Chrome:

1. Click on the link (underlined text) to the right of a file icon (*this example demonstrates downloading an image file names Mountail Trail.jpg*)



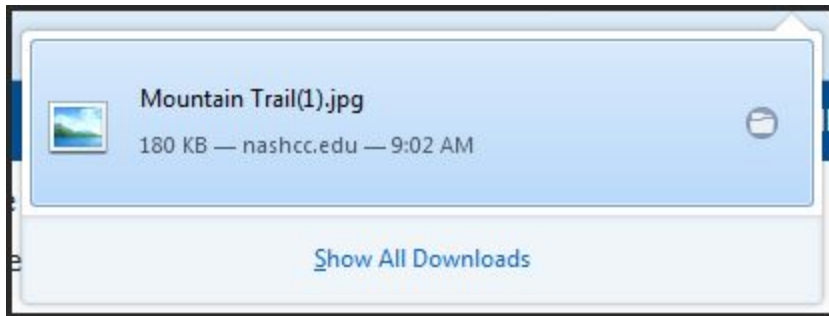
2. A dialog box will appear prompting you to open or save the file. (Select Open to open the file on your computer.) Select **Save File** (1) and then click the **OK** button (2).



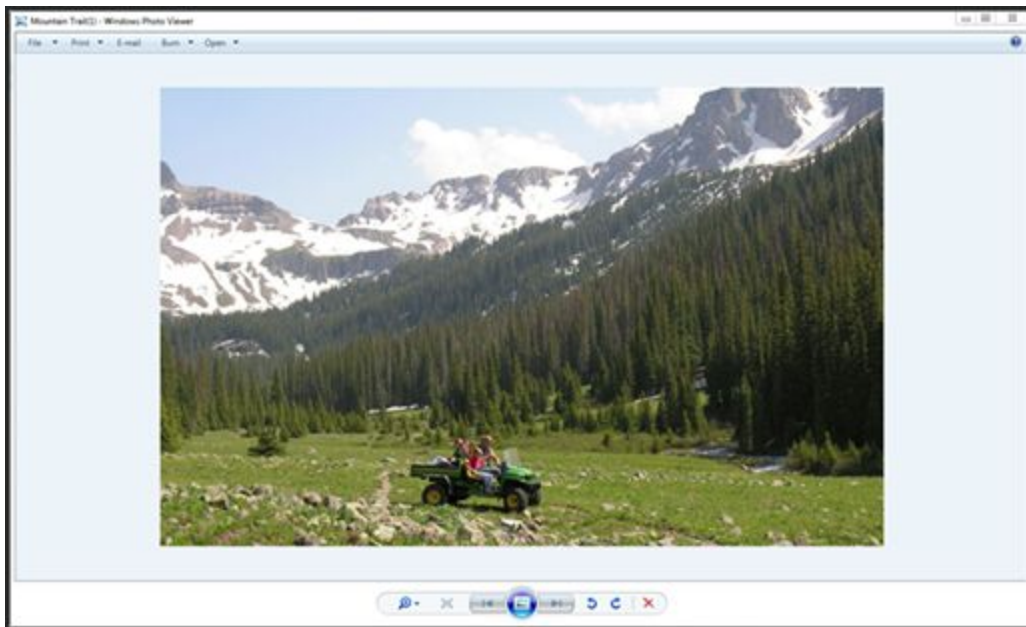
- An animated arrow will briefly appear in the top right corner of the web browser indicating that the file is being downloaded. Once downloaded, a blue arrow icon will indicate that a file is downloaded and ready to open.



- Click the blue arrow icon and then click on the downloaded filename.



- The file will open on your computer in the program in which it is intended to open (*in this example, the image file opens in Windows's default image viewer*)



6. To close the image select the Close button in the top right hand corner of the file

