Downloading Files from eLearningBCC

This tutorial will take you through the steps needed to successfully access, download, save and modify files from eLearningBCC.

Q: Why should I or when would I download files?

A: Any time your instructor wants you to answer questions that are in a Microsoft Word document (like a quiz or test, essay assignment, or form) you will want to download and save the file **BEFORE** you answer the questions. If you do not download the file first, but instead open it and type directly in the eLearningBCC work area you may not be able to save your work and/or may lose it!

To make sure that you are able to save your work, follow these steps to download the file to your system!
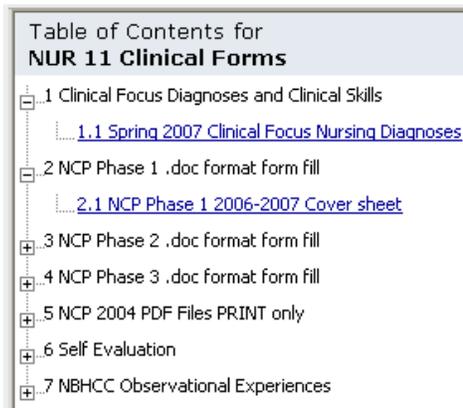
Locate the file you need:

Click on the link to access the file.

Depending on the browser you are using (Firefox or Internet Explorer) you'll be prompted in different ways to save/open the file.

Not all links in eLearningBCC are links to Microsoft Word documents! Some files may automatically display in the browser and others may require you to open another program.

Using Firefox
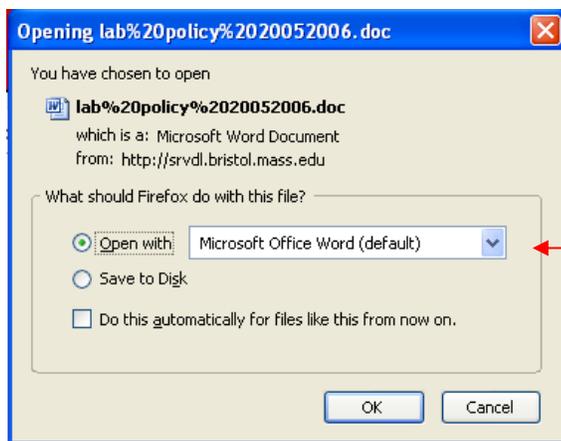
If you are using **Firefox** you will be presented with a dialog box that asks you to Open or Save the file. You can select "Open with…" and Firefox will automatically launch Microsoft Word (or another word processing program) to open the file. Once it opens, be sure to save it to your own system!

If you are using Internet Explorer, things are a bit more complicated. The next page will explain how to download files from IE. As a reminder, the college HIGHLY recommends the use of Firefox instead of IE for compatibility reasons!

 Using Internet Explorer

If you are using IE and click on a file, it will appear that nothing has happened and you'll see a blank screen. Most students assume that the file isn't really there or that there is a problem with their system. In reality what has happened is that **Internet Explorer has blocked the file from being downloaded.**
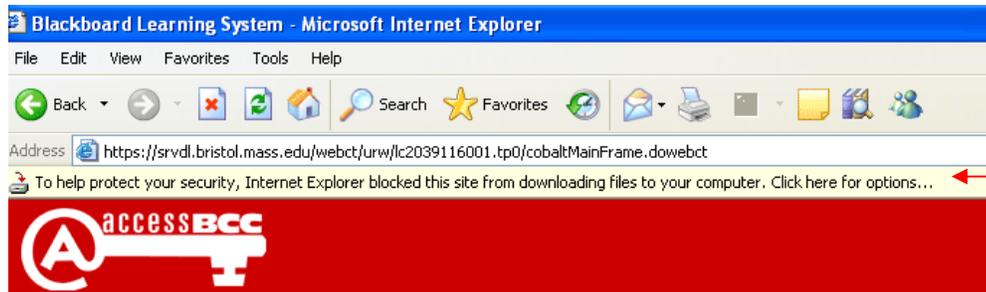

When Internet Explorer blocks a file from downloading a small yellow bar will appear above the accessBCC area.

Click on that yellow bar and select **Download File**.

Once you select Download File **the file does not actually download**. Instead you will be taken back out to your main list of eLearningBCC courses. Navigate back to the file you want to download and select it again. This time you should be presented with the following dialog box:
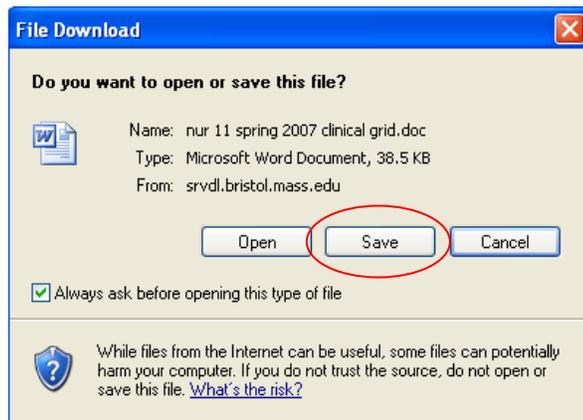
Unlike in Firefox, you will want to **Save** the file – not Open it.

Saving will allow you to navigate to a location on your own local system and save the file to your computer. You may want to save the file to My Documents (if you are on a PC) so you can locate it after saving.

Once you have saved the file to your system minimize the browser window (meaning hide it from your view) and go and locate the file.

Double click on it and open it up in Microsoft Word – you should now be able to edit, save and print the file!