

Blackboard/WebCTHow-To's

How-To: Open a MS Word document, an Excel spreadsheet, or a PowerPoint Presentation from Blackboard/WebCT
When this is applicable:

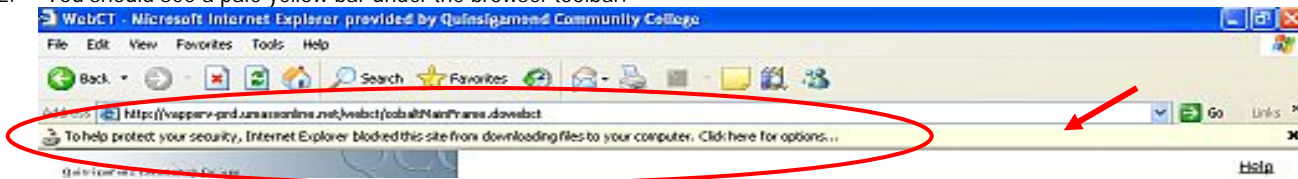
- This situation occurs as an Internet Explorer security measure. Microsoft does not allow certain types of downloads from the Internet automatically because of the strong possibility of hidden malware and/or spyware in those files.
- If your instructor has uploaded Word (.doc or .rtf) or PowerPoint (.ppt) files to Blackboard/WebCT, you will need to do the following to view these files on campus. Note that you may also need to use this technique at home if your browser is set to medium or high security levels.

To open a Word or PPT file from within Blackboard/WebCT, do the following after you have logged into Blackboard/WebCT, entered your course and located the file you need to open:

1. For this example, we will use the [Syllabus](#) file from an online course. Click the [hyperlink](#) for the file.



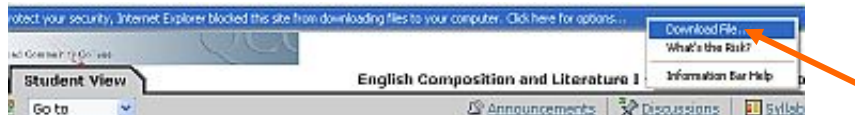
2. You should see a pale yellow bar under the browser toolbar.



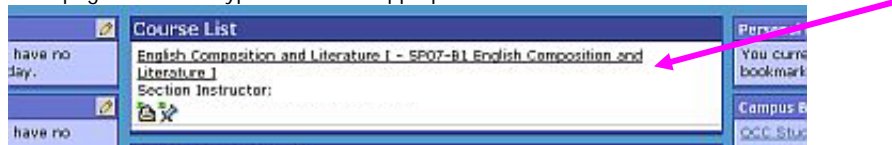
3. Click the yellow bar. It will change color and give you a list of options.



4. The first option on the list is **Download File**. Select that option and when it changes color, click it with the mouse.



5. The next action will look very strange to you, but, it is normal. Your screen will go blank and then you will be taken back to the course's home page. Click the hyperlink for the appropriate course.



6. Click the same hyperlink for the [document](#) that you clicked before. In this case, it's the [Syllabus](#) hyperlink.



7. A dialog box will open and will ask if you want to **Open** or **Save** the file. Click **Open** to read the file online. Click **Save** if you need to download the file to answer questions for an assignment, then re-Save and upload it or email it to your instructor.

