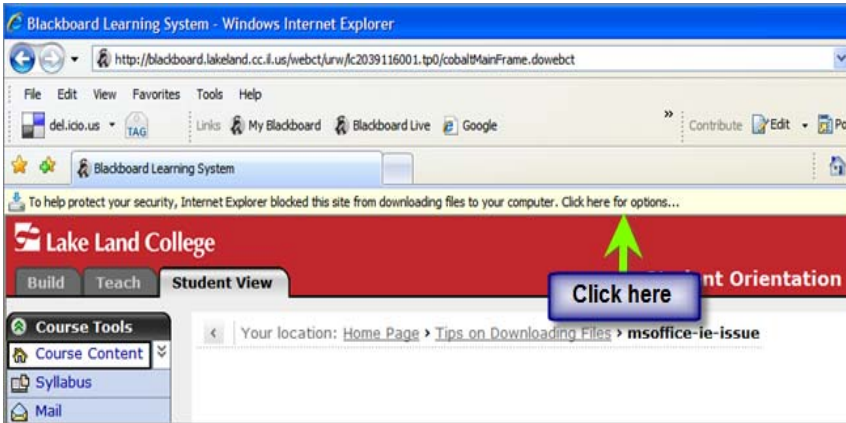


Tips on Downloading Word and PowerPoint Files in Internet Explorer

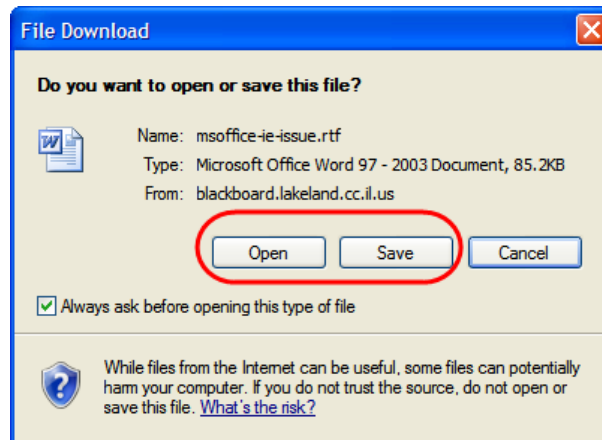
Internet Explorer is designed to protect end users by adding multiple layers of security. One of the layers of security that is built into Internet Explorer is blocking what it deems unsafe downloads. Some instructors may link directly to PowerPoint presentations or Word documents and when you click a link to these types of documents in Internet Explorer while using Blackboard it will appear as if the file didn't display correctly. A small yellow bar will appear under tabs and menu items in the web browser interface and you must click the text that says "Click here for more options".



However, once clicked Blackboard will refresh back to your My LLC Online course list therefore taking you out of the course. You must click the title of the course again to go back into the course where you were trying to download the file.



Once in the course click on the item you had clicked previously and the file download box will appear with the open or save options. Select the desired option.

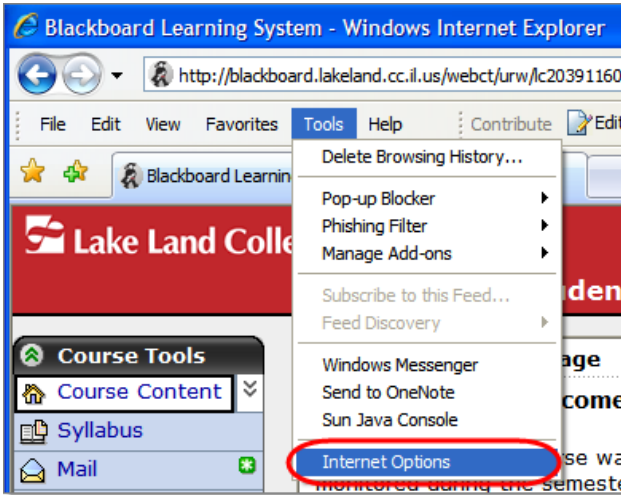


Tip: This problem only occurs in Internet Explorer. You can configure (see next page) Internet Explorer so this doesn't happen or download the Firefox browser at the following web address, <http://www.mozilla.com>. Use Firefox to access your Blackboard course and when you click on PowerPoint or Word files the file download box will appear as the first option.

Configuring Security Settings in Internet Explorer

You can configure your browser security settings so this doesn't happen. Complete the steps below in Internet Explorer.

Go to **Tools > Internet Options**.



Click the Security tab and then click Custom Level. Scroll down until you see **Automatic Prompting for file downloads** and change the setting to **Enable**. Click **OK**. Click **OK** to close the Internet Options dialog box.

