

How to Download a File or Document



Assistive Technology

If you are using assistive technology to access this material and are having difficulties please contact Kent Cowan, GTCC's Assistive Technology Specialist.



What is Downloading?

It's the process of accessing or copying digital information from a source such as (Internet, Moodle, etc.) and saving it for use later. The info can be stored to your own computer, a USB or elsewhere.

For example, you download assignment instructions from Moodle.



What is Uploading?

It's the process of copying digital information from a source such as your computer and placing it elsewhere (Internet, Moodle, etc.) and saving it for use later.

For example, you download instructions to complete an assignment but you will upload the finished product for grading.

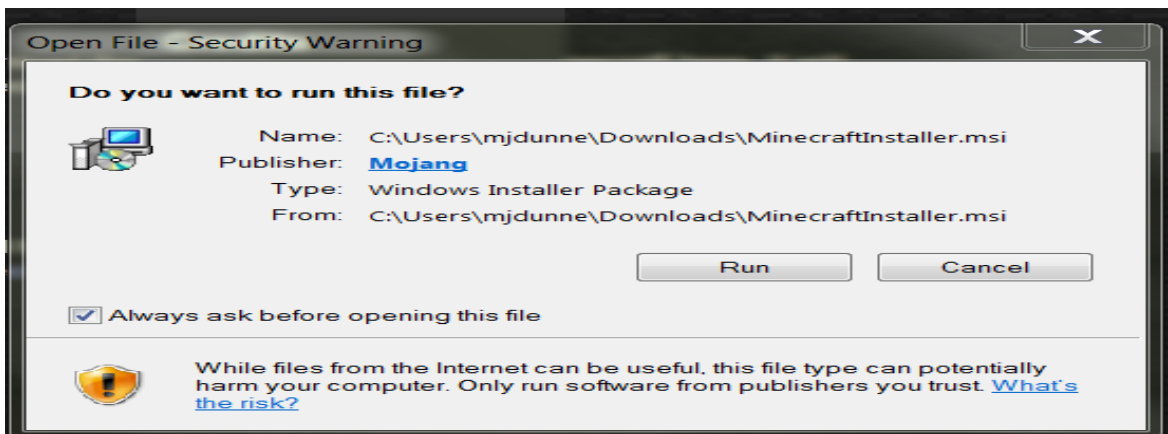


- To download a file from a website, first click on the link for the file you want to download (in some cases the website may automatically start the download process for you.)
- Your browser should now prompt you to choose what action you want to take with the file. (We suggest that you save the file to the desktop. This ensures that you will be able to find the file later).



Download Process (cont.)

By clicking on the file a security warning box appears. If you know where you are downloading from and are relatively sure it won't contain a virus go ahead and choose from the options available. Typically this sort of dialogue box will offer 3 options, open (run), save or cancel. You may see Open or Run depending on which browser you are using or depending on the file type.



File Options

Three options for the file.

- Run or Open will actually run the file without saving it.
- Cancel will cancel the request.
- Save will allow you to save the file before running it.

During the video the save option was utilized. From there it could be printed which would allow the student to have the instructions in their hand as they completed the assignment.



- Files downloaded from the Internet may contain computer viruses. To prevent viruses or malware from residing on your computer make sure it's scanned regularly and that your virus software is up-to-date.



Please use one of the following resources if you should need additional assistance.

- ❖ *Jamestown – AT Computer Lab or Library*
- ❖ *High Point – Library*
- ❖ *Greensboro – Library*
- ❖ *Aviation – see Student Services Representative*
- ❖ *Cameron – Library or see Student Services Representative*

- If seeking help in person, at any of these locations, you must present a photo id and/or your student number
- If seeking help via phone your student ID number is used to verify identity.

Contact the AT Computer Lab @

Telephone: (336) 334-4822 ext
50226, 50387 or 50346

Email: computer_lab@gtcc.edu



Thanks for viewing this tutorial.
We have other videos that may help
your adjustment to GTCC.

Visit us @
supportservices.gtcc.edu/at-lab

