



WEBLEARN – DOWNLOADING FILES

If you want to download a document for future modification, you need to download it to your hard drive first.

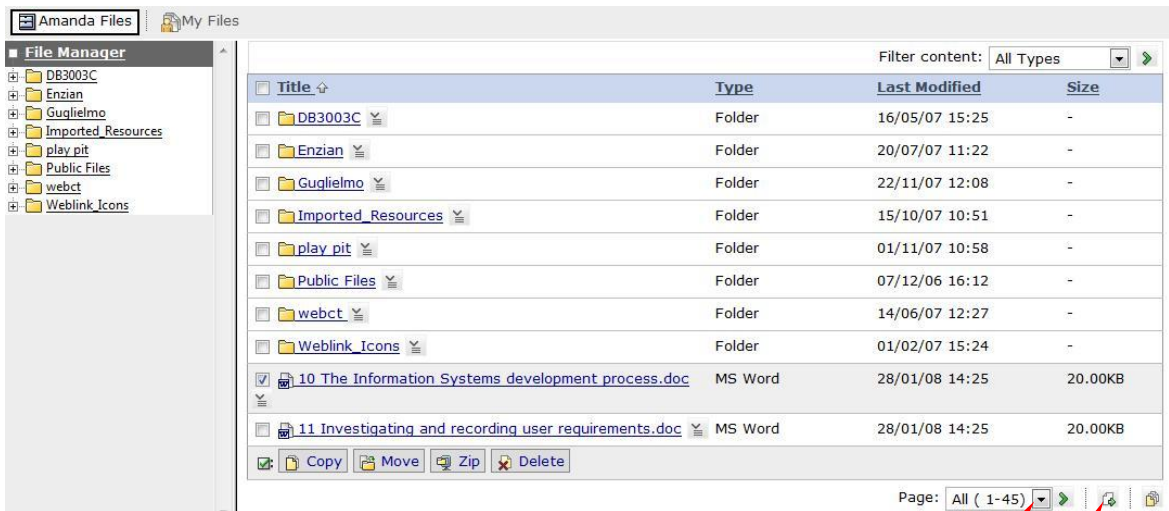
1. Go to **Build** Tab, figure 1



2. Click **File manager** in the Designer tools in the left hand menu, figure 2.



3. Select the files you want by putting a tick in the box, figure 3.



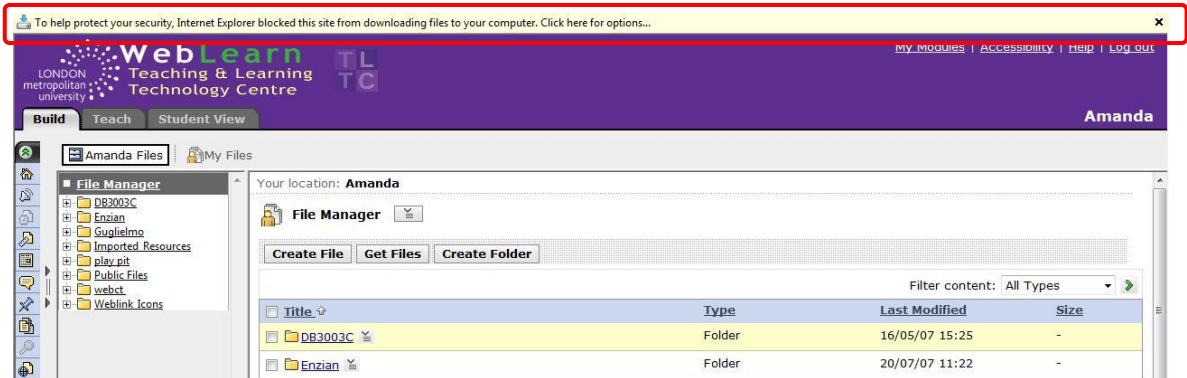
Select Number of records to display on a **Page** or **Next** page

NB: If the files are not shown in the list, then select either number from the **Page** drop-down list or **Next** page icon.

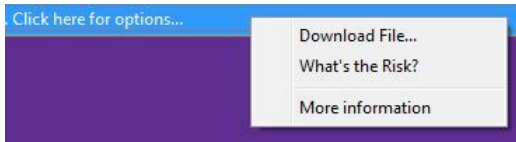
4. Select **Copy**
5. If using Internet Explorer, a Download pop-up will be blocking the operation, then a message will appear in the top of the browser, see figure 4.



- 6. Click the warning bar, figure 4 and select



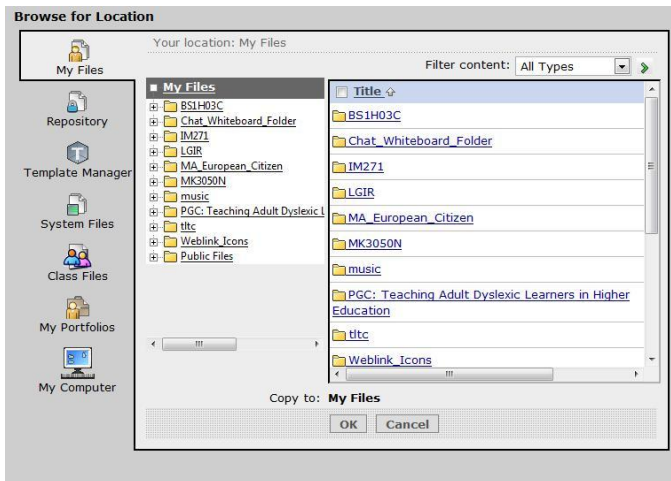
- 7. Select **Download File**



- 8. Re-select the module from the **Course List** and return to the **File Manager**

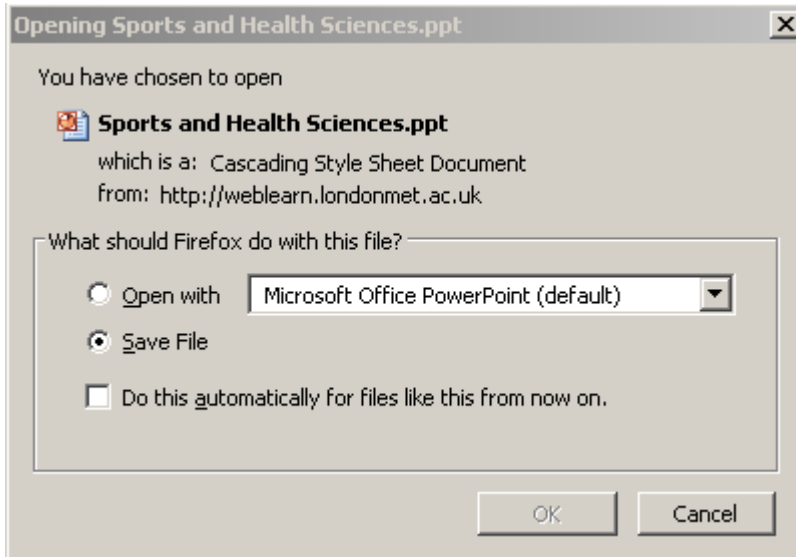


- 9. Repeat steps 1 to 4
- 10. Click **Copy** then select **My Computer**





11. Choose **Open with** or **Save File**
12. Click **OK**



13. If **Save File** selected, choose select drive to save to