



Files and Folders

SU Tech Support

Video script text (7-21-16)

Your courses will contain files and folders that you will need to be able to access, download, open and sometimes print. Most of these files will be PDFs. **If you cannot read PDFs, you can download the latest version of the Free Adobe Reader at <http://get.adobe.com/reader>.**

To Download Files

To download a file, click on the file link on the course main page. Depending on your browser, this will either open the file for viewing or begin the download process. If the file opens directly in your browser, click the Save button, and the file will begin downloading. Follow the directions to save the file to your computer.

To Open Files

To open the file, navigate to the Downloads folder on your computer and click on the file name to open it. We recommend that you save all of your files for each course in their own separate folder on your computer. When you are finished, go back to your browser and click on the course link to return to the course main page.

To Work with Moodle Folders

Moodle folders contain collections of files. **Click on a folder link to view the folder's contents. Click on a file to download it to your computer.** When you are finished, click on the course number to return to the course main page.