

Downloading files from Moodle

- 1) Log into your course using your UCID login and password (<http://moodle.njit.edu>)
- 2) Multiple types of files can be distributed using Moodle. Some of the most popular file types are Adobe PDF, Word and PowerPoint documents. Each file type has their own icon (figure 1).

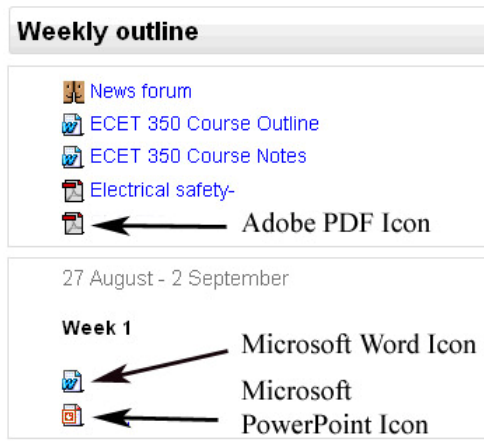


Figure 1: Moodle File Types

- 3) To open a **PDF file**, click on the link for that file. If the Adobe reader plug-in is installed on your computer the file will either open in a new window or open embedded in the main Moodle page (see figure 2). **Note: If the PDF file is large it may take some time to download.**

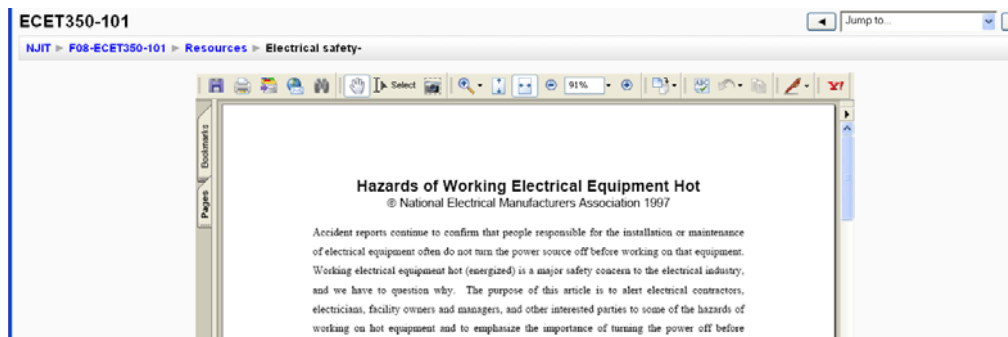
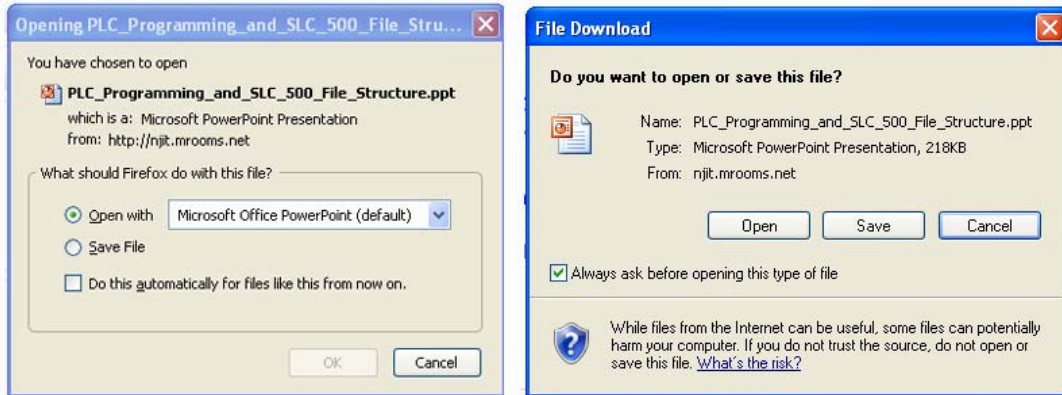


Figure 2: Opening a PDF file in Moodle

- 4) To open a **PowerPoint** file click on the link for that file. Your browser will ask you whether you want to "Open" or "Save" the file. The exact message will vary depending upon what browser is being used (see figure 3). If you select "Open" with Internet Explorer the file will open in your web browser. If "Open" is selected with Firefox the file will launch and open in PowerPoint. With both browsers, if "Save" is selected, the file will be downloaded to your computer and can then be opened by navigating to and opening the file.



Firefox Prompt

Internet Explorer Prompt

Figure 3: Choose “Open” or “Save”

- 5) Top open a **Word** file click on the appropriate link. If you are using Firefox the browser will ask you where you want to save the file (see figure 4). You will want to download and then open the file using Word. With Internet Explorer you will be asked whether you want to “Open” or “Save” the file (see figure 3). If “Open” is selected the file will open in your web browser. If “Save” is selected the file will be downloaded to your computer and can then be opened by navigating to and opening the file.

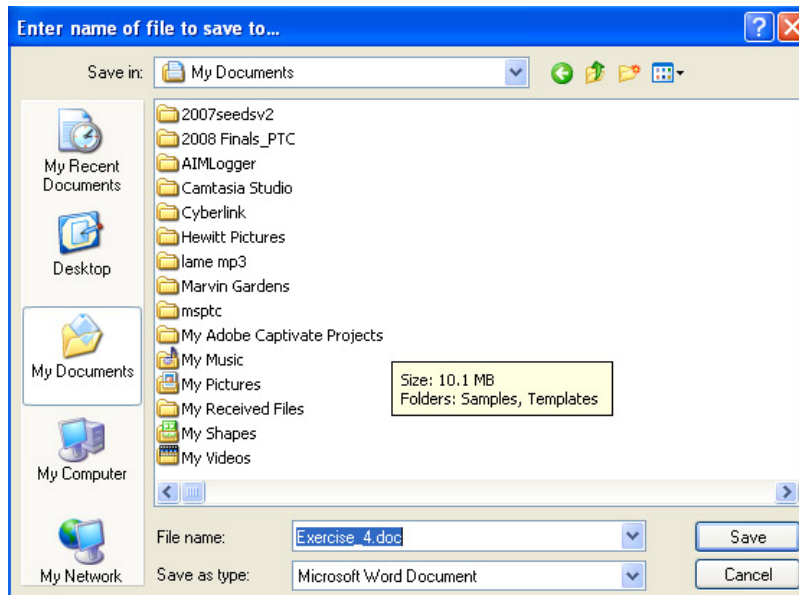


Figure 4: Save File As

- If you need to download the free Adobe Reader plug-in please go to: <http://www.adobe.com/products/reader/>
- If you need to download Microsoft Word or PowerPoint please visit the NJIT IST software download page: <http://ist.njit.edu/software/softlinks.php>