

Instructions for Adding Mac File Saving Tip to Your Blackboard Course

1. [Click here](#) save the “Mac_Tip” zip file to your computer.
2. Go to Files in the Control Panel of your course (Click on the double arrow >> to the right of Files in the Control Panel).
3. Click the Upload button at the top of the page and choose Upload Package.
4. Browse to find the “Mac_Tip” file on your computer, then click Open.
5. Click Submit.
6. A folder will be added to your list of course files with the name “Mac_Tip”. Click on the name of the folder to see its contents, which include an html file named “How to Save Your File on Mac.html” and three images that are called by that file.
7. Go to the Content Area of your course where you would like to add the file.
8. Click the Build Content button at the top of the content area page and select File (listed under the first column titled Create).
9. Click Browse Course, click to open the “Mac_Tip” folder, and select “How to Save Your File on Mac.html” by clicking on the circular button to the left of that file.
10. Click Submit in the pop-up file selection window.
11. Under Manage Permissions, be sure the first choice is selected.
12. Edit the name of the file in the box, if desired.
13. Choose remaining selections as desired.
14. Click Submit.