Guidelines for Downloading Word or PowerPoint Files from Grand Central Station

If you click on the links listed on the Grand Central Station page, you will open them up in WebCT. While that will allow you to view them, it will not let you save them to your local computer. This is particularly important when opening any templates (graphic organizers) or lectures. You need to save the lectures to your own computer so you can view them at your discretion. Otherwise you will have to be online (on the Internet) to listen to the lecture.

A. Before you try to download:

> **First:** I suggest you create a folder on your computer for this class. You will probably want to create the folder in "My Documents" or a similar location. Give the folder a name that will connect it with this class, EDCI650, for example. Those of you with AOL or a similar service will need to be familiar with the download process specific to your Internet Service Provider.

> **Second:** Inside your class folder, create other folders to help organize your work. Create one for Lectures, one for Assignments, and so on. Use folder names that will help you stay organized.
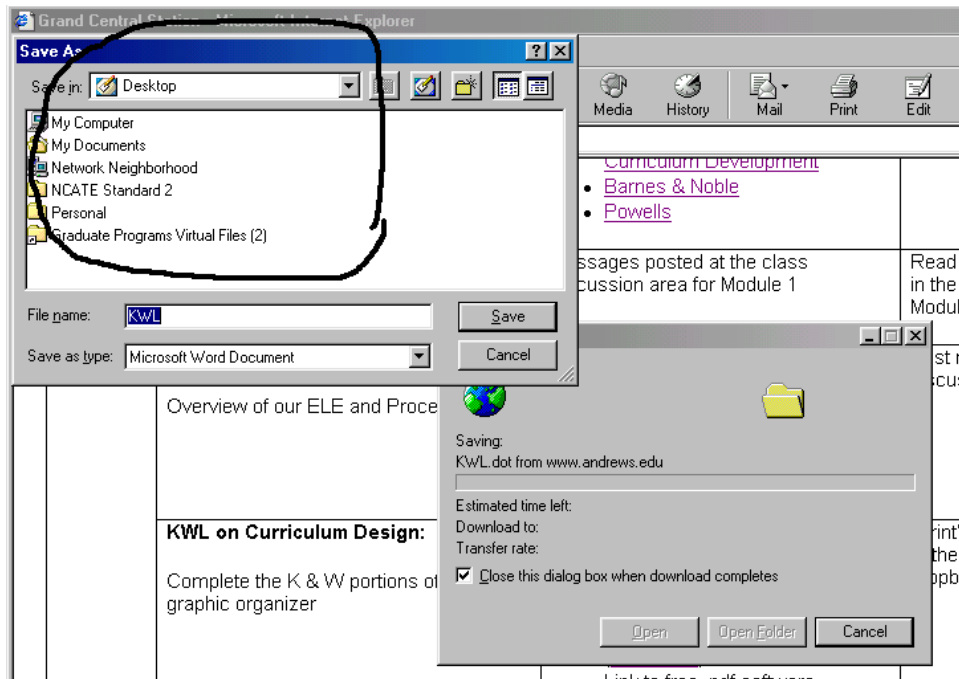
> **After** you have a place on your computer to receive the course files, you are ready to download them.

B. Here is **how to download** the files to your own computer:

> **First:** Point to the link for the file you want to download. Right click on the link and a window appears with several options (see figure below)

Click on "Save Target As . . ." A new window will pop up as illustrated below.

With the above window visible, browse your computer files to find the folder you created for downloading the course materials. Click on that folder. Check to see that the name of the destination folder appears in the "Save in:" space. (In the example above, the file would be saved on the Desktop.) Then click Save. The lectures will take several minutes to download, so be patient. After the download is complete, use your Windows Explorer to find and open your downloaded files.

Note: Files related to tasks that have to be submitted via the course Assignment Dropbox may be downloaded through Grand Central Station or through the Assignment Dropbox.