# Downloading and Uploading Files

## Definitions

* Downloading: transferring a file from a website or other location to your mobile device or computer
* Uploading: transferring a file from your mobile device or computer to a website or other location

## How to Download a File

1. To begin to download a file, find the link to that file. Often the link will be blue in color and underlined. The download link may also show the file’s extension.
2. Click on the link to the file.
3. Your browser may prompt you to select one of two methods for downloading the file: opening the file with an appropriate computer program or saving the file to your local computer or device. Make the appropriate selection and click OK.
4. The download of the file should begin. Your browser may display the anticipated amount of time it will take to download the file.
5. Once the file is downloaded, it should open in the program that you selected or will be saved on your device. You will need to navigate to where your browser stores downloaded files. Common locations are a device’s Downloads folder or Desktop area.

## How to Upload a File

1. Many websites, including course delivery systems, allow you to upload files (documents, images, videos, and audio files) in order to submit your work. To begin, navigate to the site to which you would like to upload your file.
2. There will be a button (or a link or icon) to upload a file. Click on the button.
3. You will get a prompt directing you to browse to your file. You should use the prompt to navigate to where the file is on your computer or device.
4. Select the appropriate file and click Upload. Your browser may display the anticipated amount of time it will take to upload the file.
5. Once the process has completed, confirm that the correct file has been uploaded to the correct location.