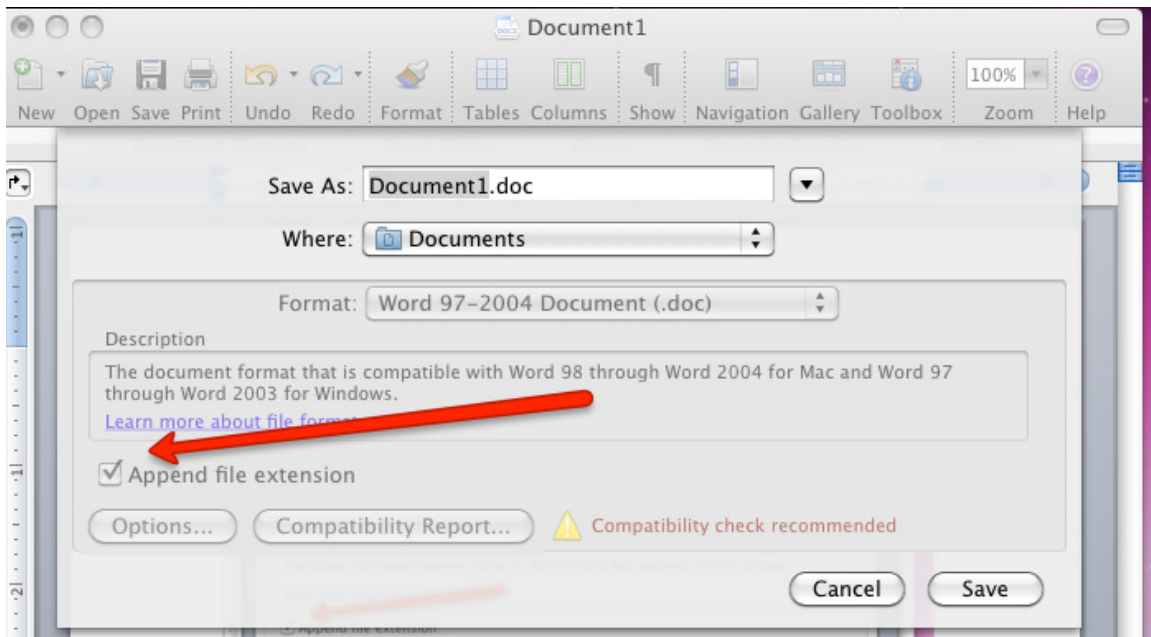
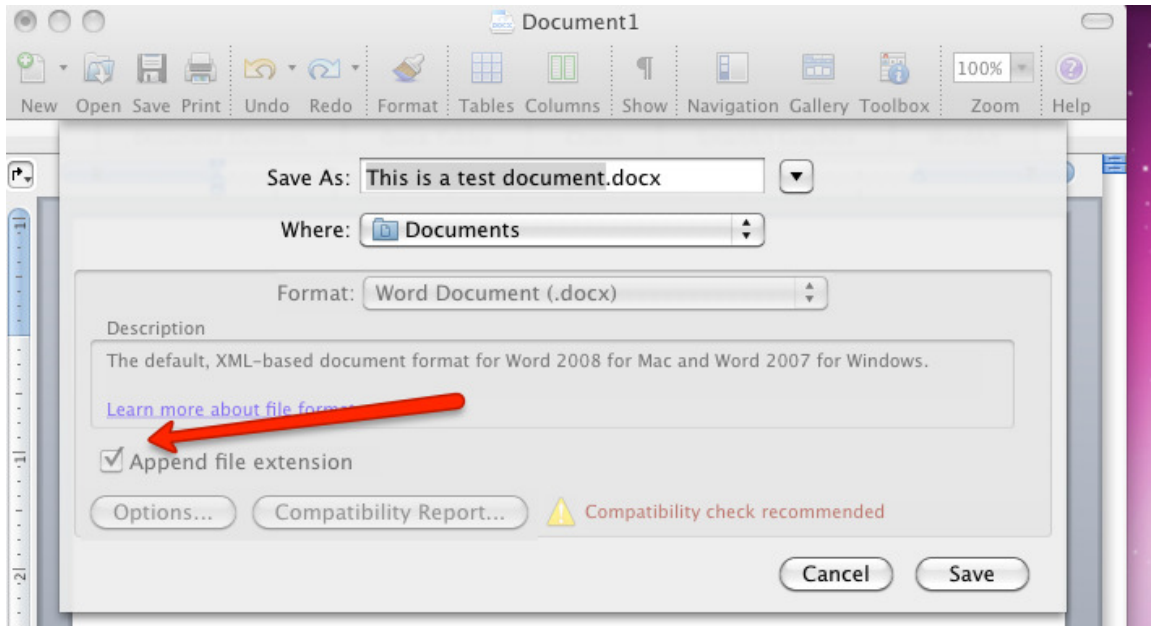
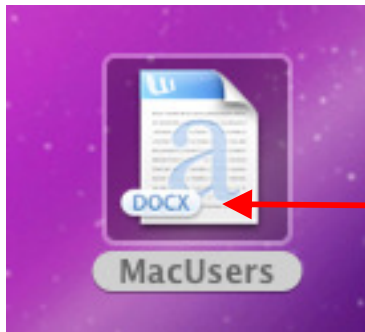


File naming and Blackboard for Mac users

If you are a Mac user, it is crucial that the “Append file extension” box is checked when you first save a document you will be uploading to Blackboard. If this box is not checked, the professor may not be able to download or read the file. (See below for examples).



If you have saved your document without checking this box, your machine may show the document as a .doc or .docx file:



But without the file extension, a PC will not be able to tell what kind of a file it is and it will neither download from Blackboard properly, nor would it be recognized if you e-mailed the document to your professor.

If you did not click the “Append file extension” box when you first saved, you can add the extension yourself by clicking once on the filename in the finder, appending either *.doc* or *.docx* to the file name, and clicking “add” when you receive this message:

