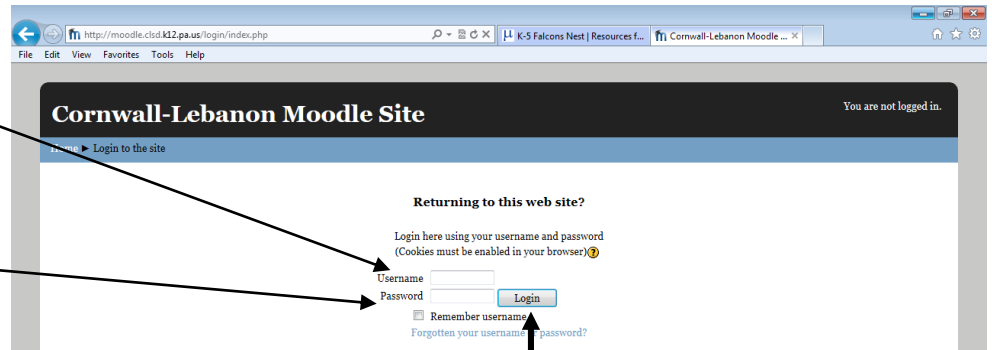# DOWNLOADING Files to Home from Moodle using FIRE FOX
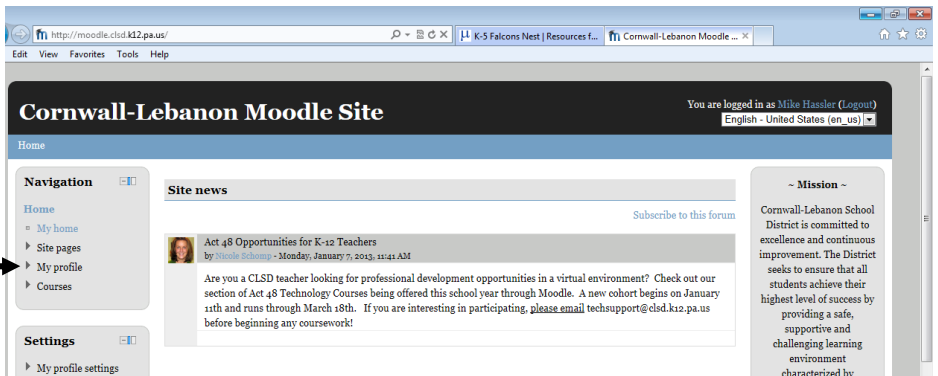
1. Log into Moodle
Username: (Same as the Lab)
Example: CL24SobolM

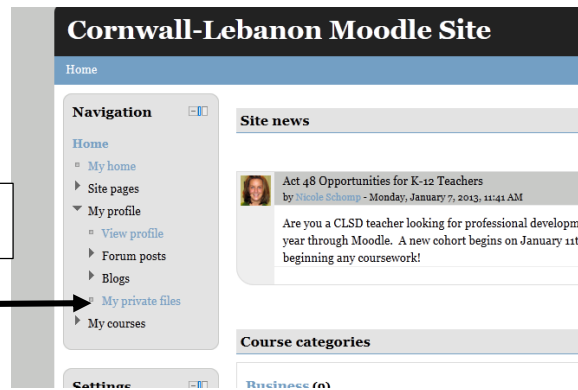**Password**
PIN

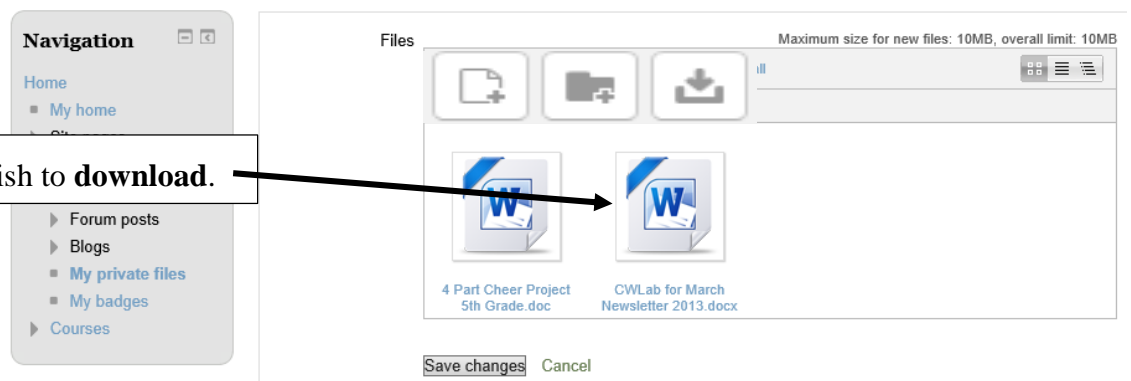Click **Login** button

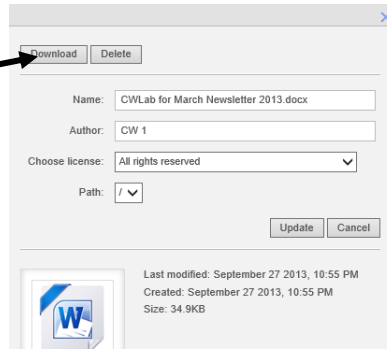**2.** Click **My Profile**

3. Click **My private files**

4. Click the **file** you wish to **download**.

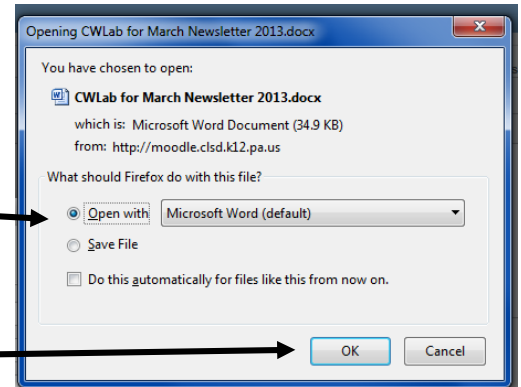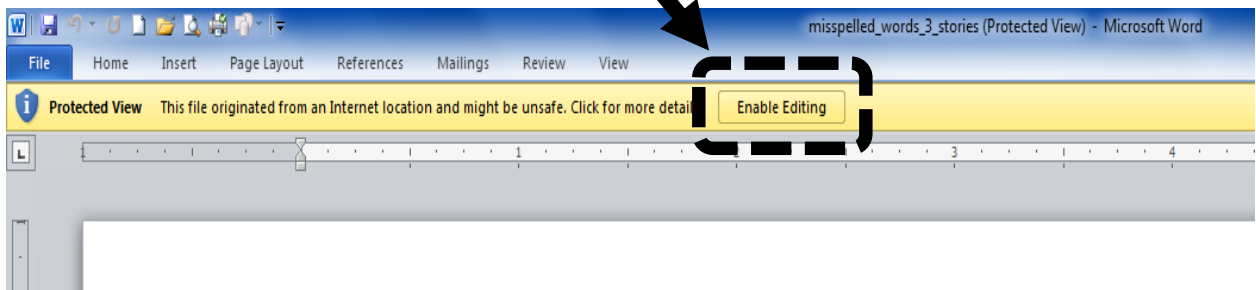Created by Mr. Sobol

5. Click **download** button.

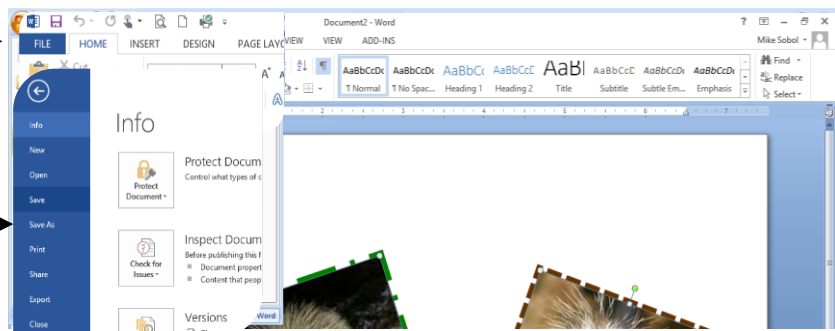**6**. Click **Open With Button**.

7. Click the **OK Button**.

NOTE: When **opening** Microsoft **Office** files **from Moodle**, you **may receive** the message below. To **add** to or **edit** the **file** from Moodle, you must **click** on the "**Enable Editing**" button on the yellow bar below.
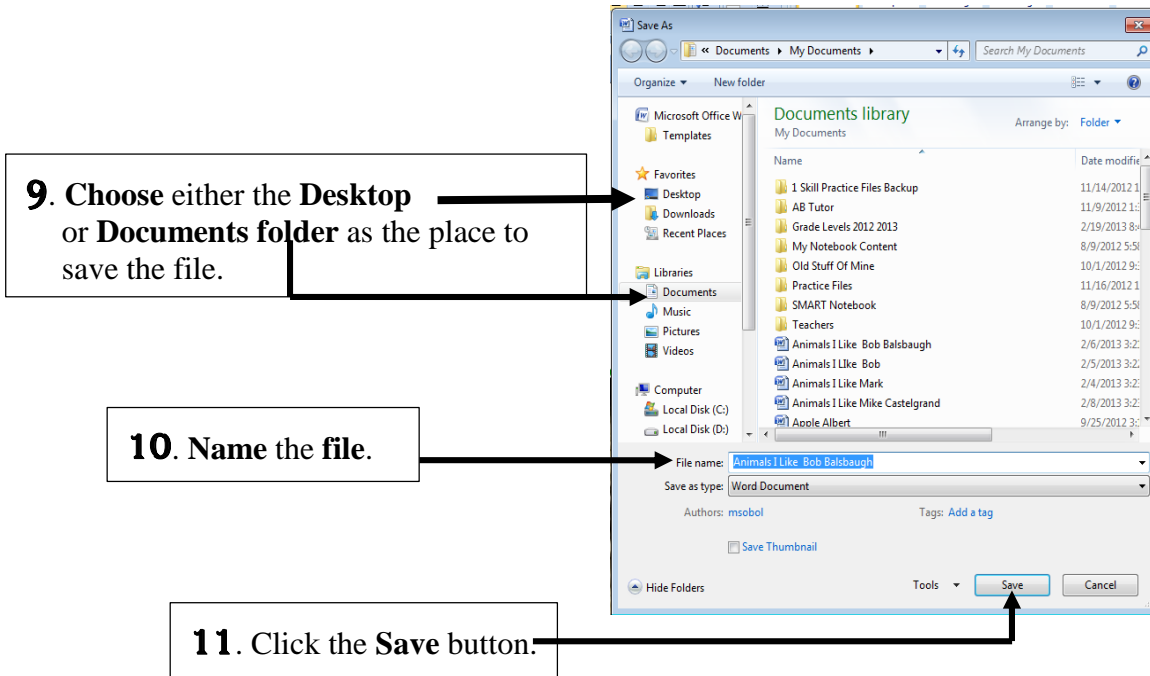
8. The **file** opens for you.

Click the **File Ribbon**, then **Save As**.

Created by Mr. Sobol

9. **Choose** either the **Desktop** or **Documents folder** as the place to save the file.

10. **Name** the **file**.

11. Click the **Save** button.

12. **Edit** the file as you wish.

Periodically **click** the **File Ribbon** then **Save** to save your changes.

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