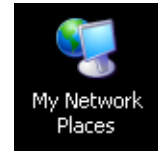




Editing Files within the Content Collection

Editing files within the Content Collection is accomplished most expediently accomplished through the Web Folder. Accessing that Web Folder can be done in a number of ways:

1. If you previously created a Web Folder and a shortcut on your Desktop to the Web Folder, simply click on that shortcut. When the new window opens, navigate to the file you wish to update. If you are not already logged into Blackboard, you will need to enter your username and password in order to connect to your Web Folder.
2. If you have not created a link in the **My Network Places**, log into Blackboard, click on the *Content Collection* tab. Click on the **Web Folder** button. Follow the instructions there to set up your “**My Network Places**” link or see the “**Adding Multiple Files to the Content Collection**” tutorial for specific instructions.



Once you have the “My Network Places” folder open, double click on a file in the Web Folder. The file will open it in the program in which it was created (i.e. Word). If the application does not automatically open, open the application (i.e. Word) on your PC and then double click on the document again.

Make your changes to the file.

Save the document. The content is saved in the Content Collection and automatically updated in each course linking to it.

It is a good practice to keep a back-up file of all of your Content Collection files on your computer’s hard drive or personal jump drive. To make a copy of the current file, while the file is still open in the program, go to **File...Save As** for Office 2003 or click the **Office Button...Save As** for Office 2007. Navigate to the folder on your computer or jump drive and click **Save**. This will provide you with a back-up copy of the file off of Blackboard.