Job Aid: How to Download User Submitted Content



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Section 1: Download User Submitted Content

1. Log into OPCM.

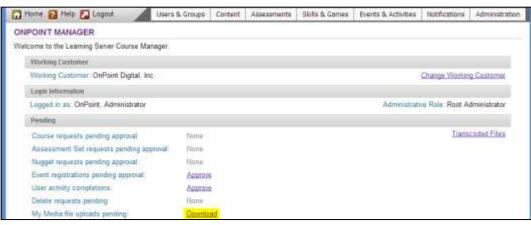


Figure 1

- 2. Select Download. (Figure 1)
- 3. Right-click on the highlighted link for the desired file (note the file title in the second column) and select Save link as (or Save target as). (Figure 2)

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This utility allows you to do	numload Be uploaded)	by users in orde	r to perform	n any necessa	ry Re conversions.			
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Che (nght click to download	1 Title	Liter .	Szi	Uploaded	Action			
Uncategorized								
2013-07-10-09-39-51 mov	Sample Video File	Tester, OnPoin	rt 3415639	Jul-10-2013	remove			
2013-07-10-09-38-22 png	Sample Picture File	Tester, OnPoin	# 9191439	Jul-10-2013	remove			
2013-07-10-09-36-49 wav	Sample Audio File	Tester, OnPoin	t 335980	Jul-10-2013	TEITIONE			

Figure 2

4. In the launched Save As pop-up window, enter the desired File name (this will be the time-stamp by default), set the location for the file to be saved, and select Save.

		Save As				
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🔞 Homegroup						
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File name	2013-07-10-09-39-51,mov	Enter file name here				
		Enter file name here	<	3	3	

- 5. To learn how to create content from the downloaded files, please refer to one of the following guides:
 - Uploading Audio Files
 - Uploading ePUB/PDF Files
 - Uploading Video Files