# Job Aid:

# How to Download User Submitted Content



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# Section 1: Download User Submitted Content
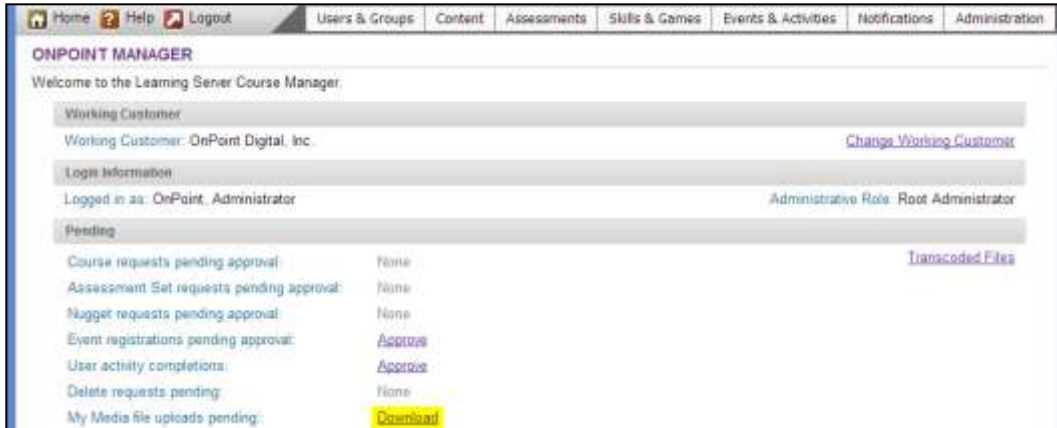
1. Log into OPCM.



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)
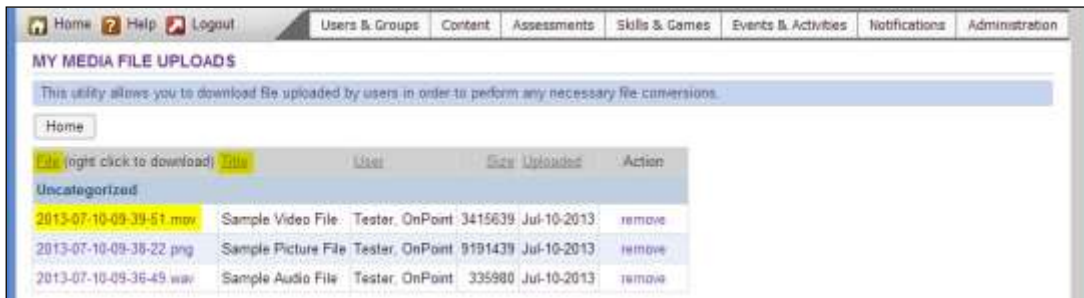


Figure 2

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.
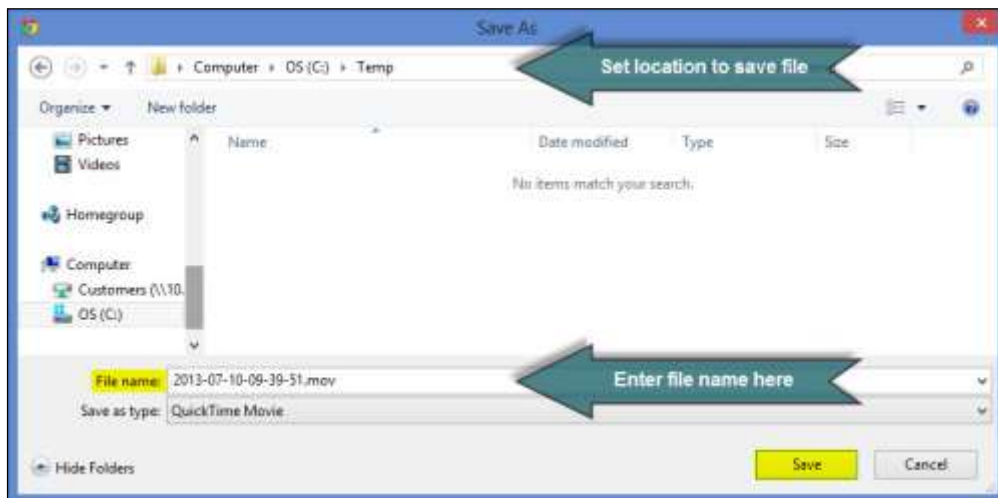
Figure 3

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