

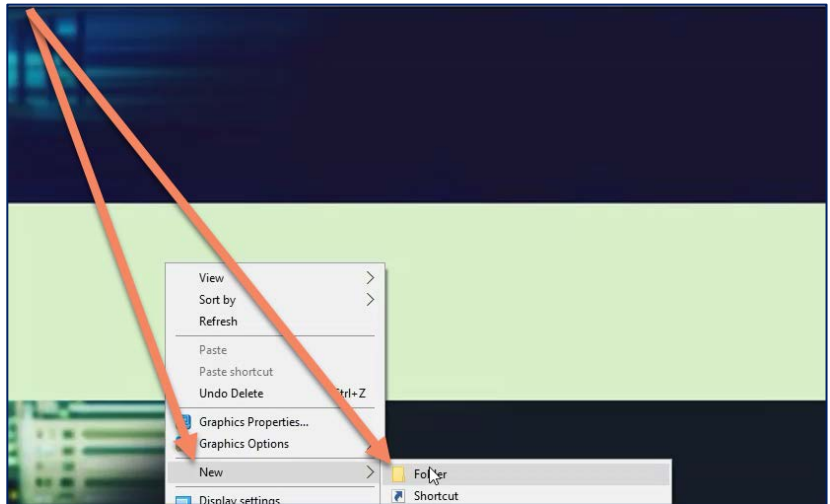


# Downloading and Saving Files

Cc2010.csusm.edu and cc2012.csusm.edu will be retired and courses contained on those sites will become unavailable. The activities in cc2010 and cc2012 are no longer compatible with the current version of Cougar Courses. If you have files, such as Word Documents, PDFs, and PowerPoints you would like to save, follow the instructions below.

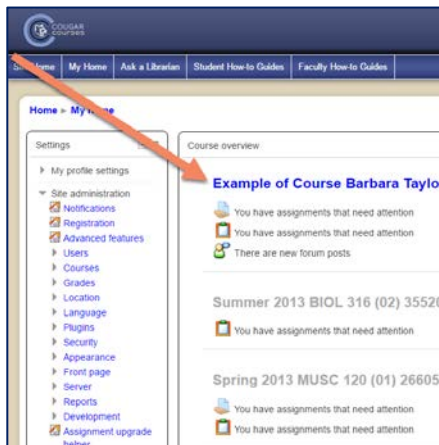
**Note:** We strongly recommend that you start this process on campus, so you can easily access cc2010 or cc2012. If off campus, you will need to log in to <https://cougarapps.csusm.edu/vpn/index.html> and connect to Cougar Courses or open a browser from within cougarapps, then proceed to step 2.

1. Right click your mouse on your desktop to create a **New Folder**.

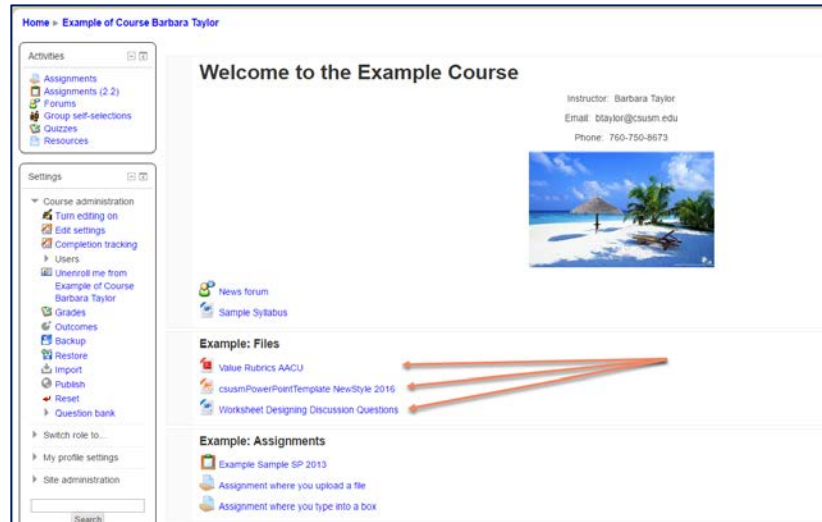


2. On campus, log onto [cc2010.csusm.edu](http://cc2010.csusm.edu) or [cc2012.csusm.edu](http://cc2012.csusm.edu).
3. If you're in cc2010, select **My Courses** at the top of the page.  
**OR**  
If you're in cc2012, select **My Home** at the top of the page.

4. Select the course that contains files you want to save.

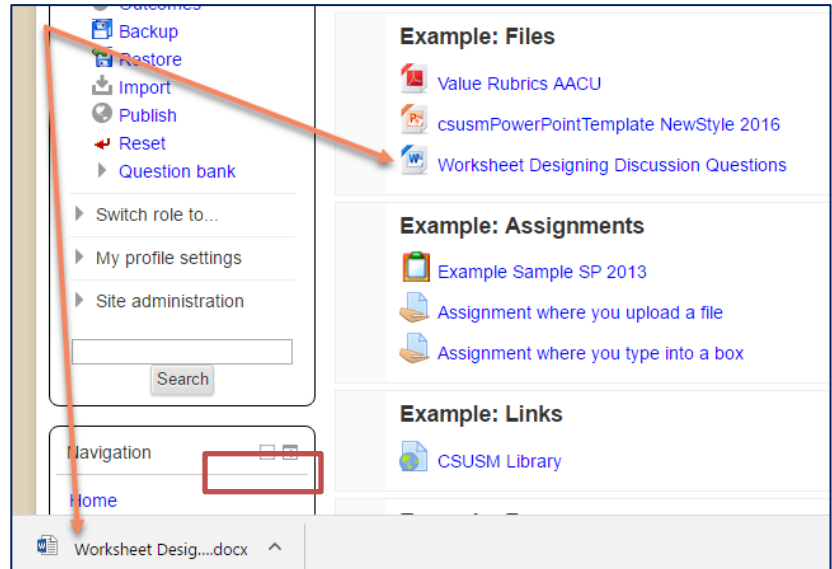


5. Scroll down the page to identify files to be saved.



6. Open the file to verify if it's a file you want to save.

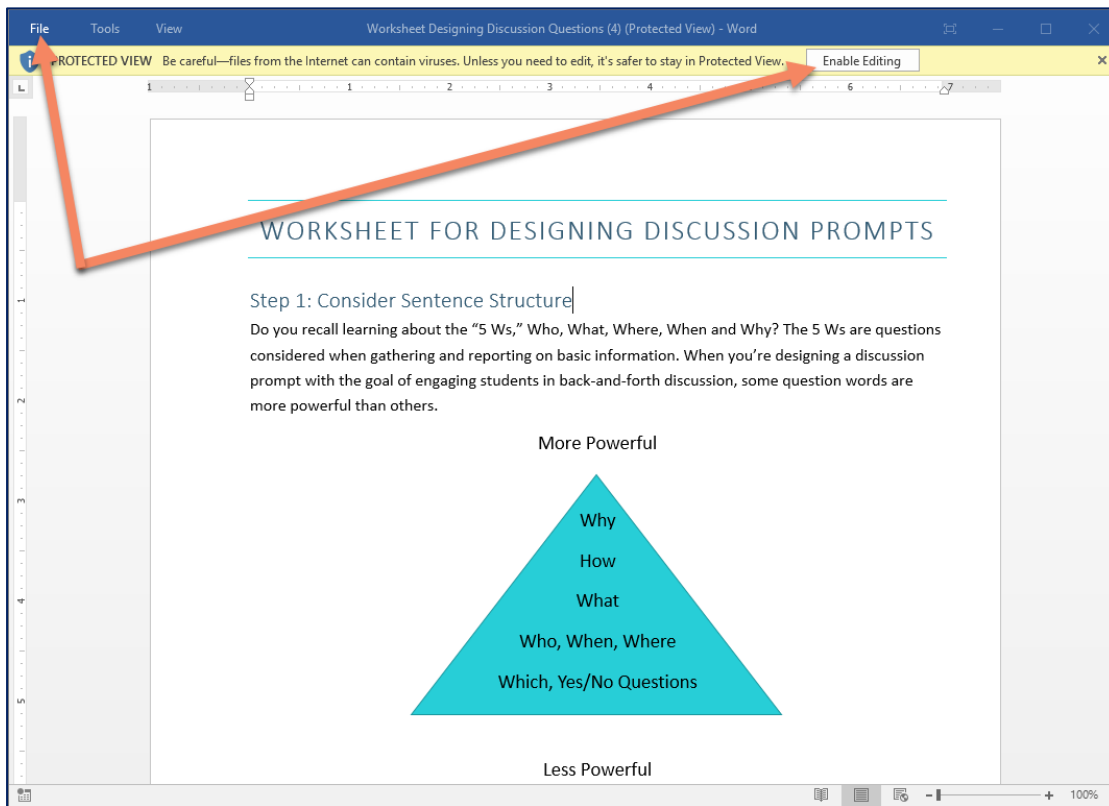
**Note:** Depending on the file type and browser settings, the file may download prior to opening. The image on the right depicts how a file might download in Chrome.



If it is a Microsoft file, such as a Word Document, PowerPoint, or Excel Spreadsheet:

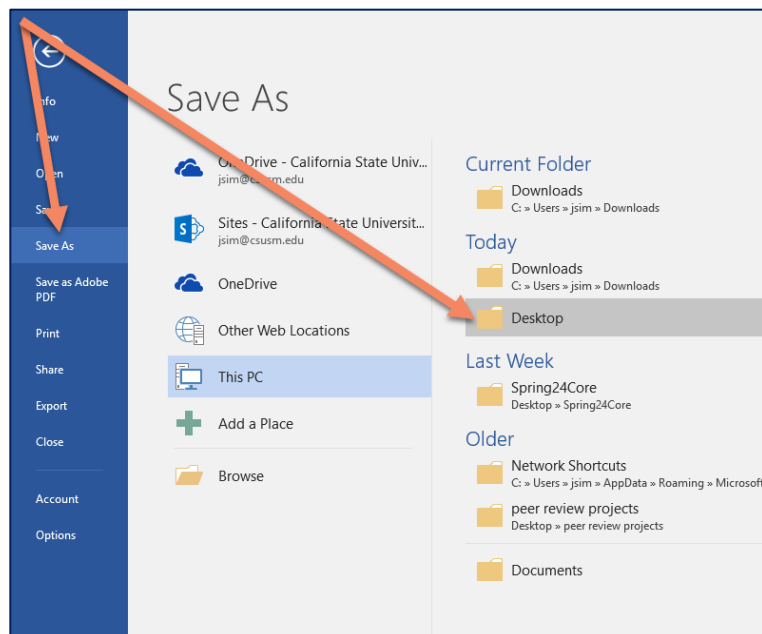
7. Select **Enable Editing**
8. Select **File**

**Note:** If the file you are trying to save is a PDF, skip to step 14.

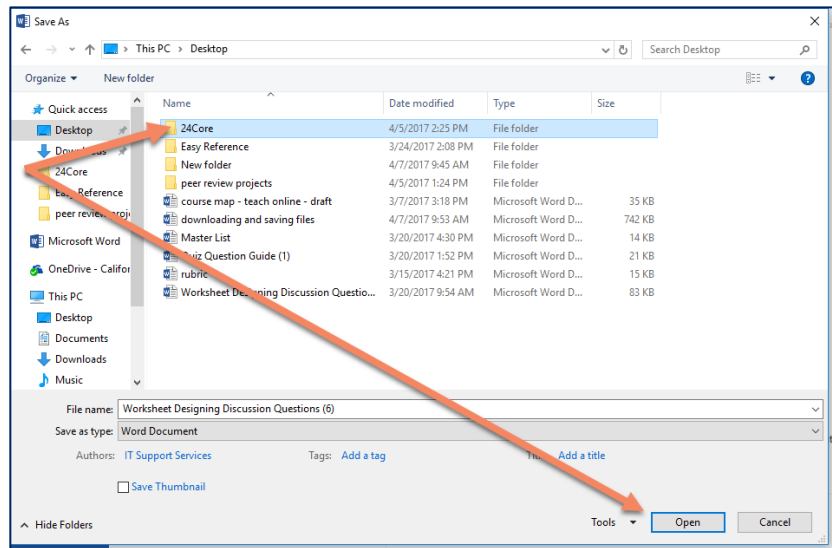


9. Select **Save As**.
10. Select **Desktop**.

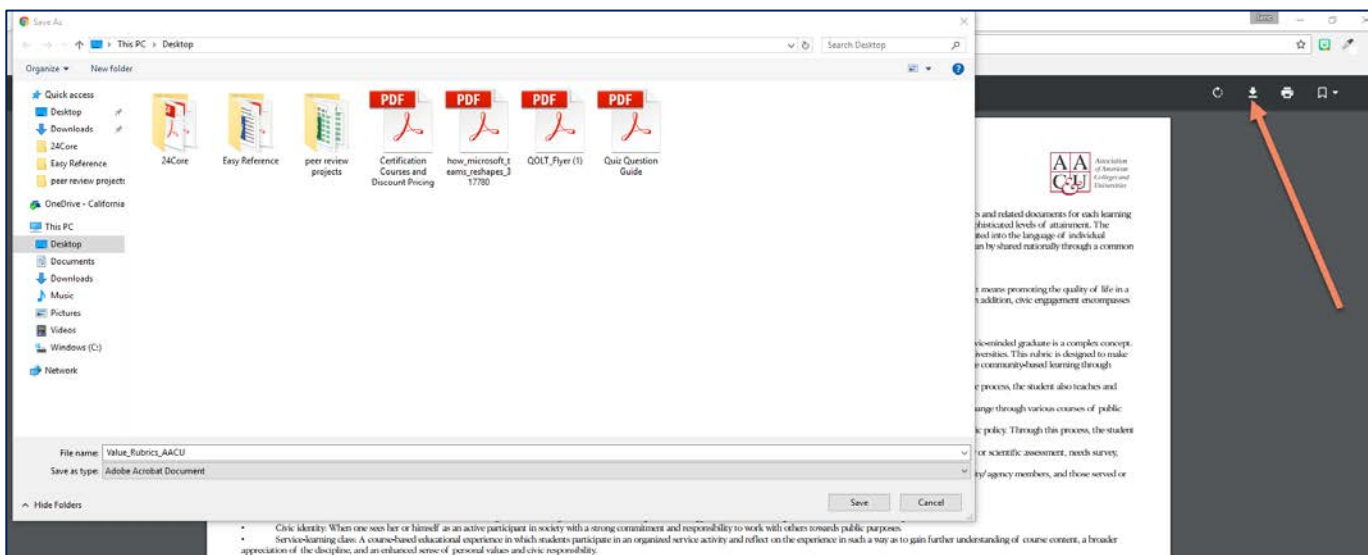
**Note:** The way this looks will vary depending on your computer settings. The image on the right depicts my desktop configuring on a PC running Windows 10.



11. Select the folder you created on your desktop.
12. Select **Open**.
13. Select **Save**.



14. If it is a PDF, select the download icon at the top to save your PDF to your desired location.



15. Repeat these steps to save as many files as you need.
16. It's recommended that you move your folder to a secure location such as H:Drive or Box. Please refer to this [Overview of Box](#) for guidance and contact information.