

How to Download an Item

On a phone or device without a mouse:

Press and hold the item link (before tapping it to open it), or if already open, press and hold anywhere on the video or audio player, until the small context menu appears, and select "Download", or "Download Link".

If it's a PDF, click the ... menu at the top right and select "Download" or "Save a Copy" at the very bottom of the context menu that opens.

On a device with a mouse:

Hover over the item link with your mouse and right-click it to open the small context menu, and choose "Download", or "Save File as" or "Save Link as". And the same if you've opened the item already, right-click and choose the Download or Save menu choice.

If it's a PDF, in the upper right corner of the browser window, there will be a few tool buttons. Click the one that looks like a little file folder with a down arrow in it to Save the file.