

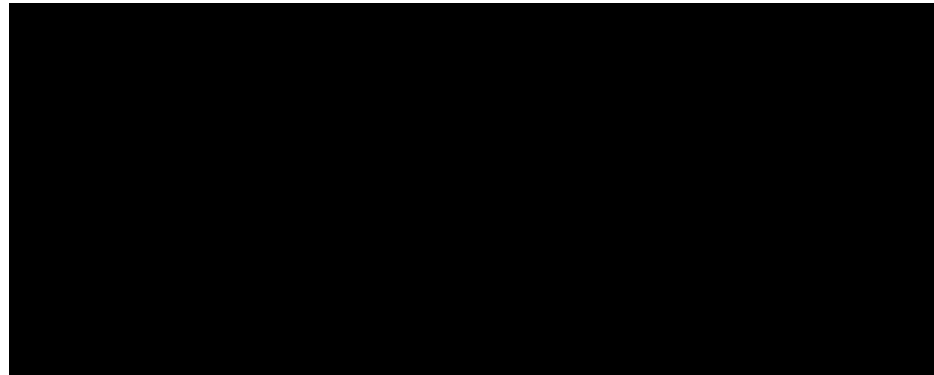
Bridges Tips

General Tips:

Pasting Text from Microsoft Word



Pasting Text from Microsoft Word directly into a text box *at any point on Bridges* may result in a garbled output with lots of code. Instead, you might have to "Paste as Plain Text" and then format within the editor.



Storing Your Files in Resources

You can store your own files Bridges by using the Resources link from the left hand menu. Your files will then be accessible from anywhere and will be backed up regularly.

1. Click on Home
2. Click on Resources
3. Click on the Add button to the right of the folder
4. Select Upload files
5. Click on Browse and navigate to your file on your computer
6. Type in a descriptive name for your file next to Display Name
7. Click on Upload Files Now

Tips on Uploading Files

Don't use any special characters, spaces or periods in your filenames (e.g. # ! * () /)
There is a 50Mb limit for uploading.

For additional information on Bridges please visit:

<http://id.rwu.edu>



Please Contact the Instructional Design Department with any questions or concerns at:
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NOTES:

