Saving Microsoft Office Documents with File Extensions in Mac OS X

When saving your Microsoft Office document to submit as an assignment in Blackboard, it is important to have the correct file extension – otherwise, Blackboard's integrated document reader will not recognize it as a compatible file type. In some instances, it is possible to unintentionally save your document without a file extension when using Office software on a Mac. This short guide will demonstrate how to ensure your documents contain a proper file extension, using Microsoft Word as an example.

1. To ensure that your document is being saved with a file extension, begin by going to File > Save As.
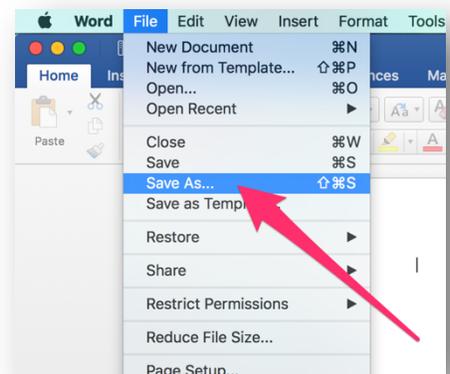
2. When selecting the save location and the file name, **un**check the box labelled "Hide Extension". The file name should now be followed by the extension ".docx", if it is not, be sure to add ".docx" after the file name. Save your file, and it is now ready to be uploaded to a Blackboard assignment.
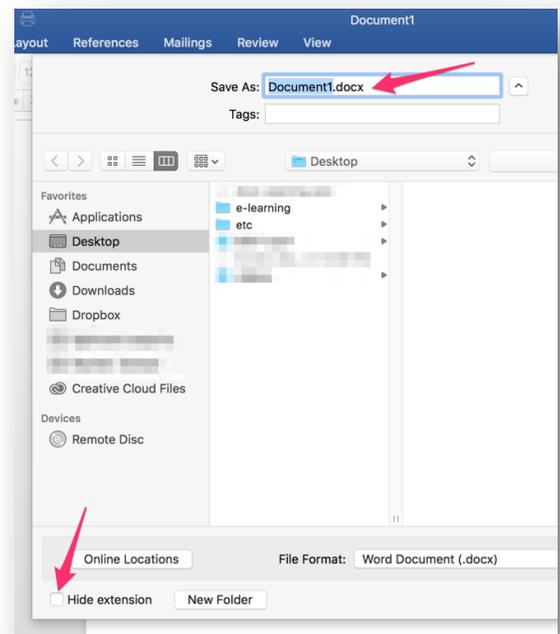
Note:
If you submit an assignment to Blackboard and do not see the document's contents in the Preview window, that is indicative of an unsuccessful submission. If this occurs, re-check your file and contact your instructor.