Instructions for Using SafeAssign with Macintosh Computers

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There are a few items you must be aware of when posting to Blackboard, which includes documents posted to SafeAssign using a Macintosh computer.

When saving documents:

- Never use any special characters or spaces in the file name.
- You may use only dashes (-), underscores (__) or periods (without the parentheses).

On a Macintosh computer:
- Be sure to turn on the file extensions. Macintosh computers have file extensions but do not rely on them.

When getting ready to send a document to SafeAssign from a MAC:

- Click on the file
- Go to FILE Menu and then to Get Info.
- Look for the Names and Extensions section and "Uncheck" the Hide Extensions box there.
- Then you can safely submit the document to SafeAssign.

Do remember that SafeAssign only accepts the following file types:

- Microsoft Word (doc and docx)
- Microsoft PowerPoint (ppt and pptx)
- OpenOffice (odt)
- TXT
- RTF
- HTML
- PDF

Please DO NOT upload files in any other formats, including JPEG / ZIP.
If you save as RTF and/or TXT, some or all of the formatting you setup in the original file will be lost.