

Saving and unzipping a file: Chrome

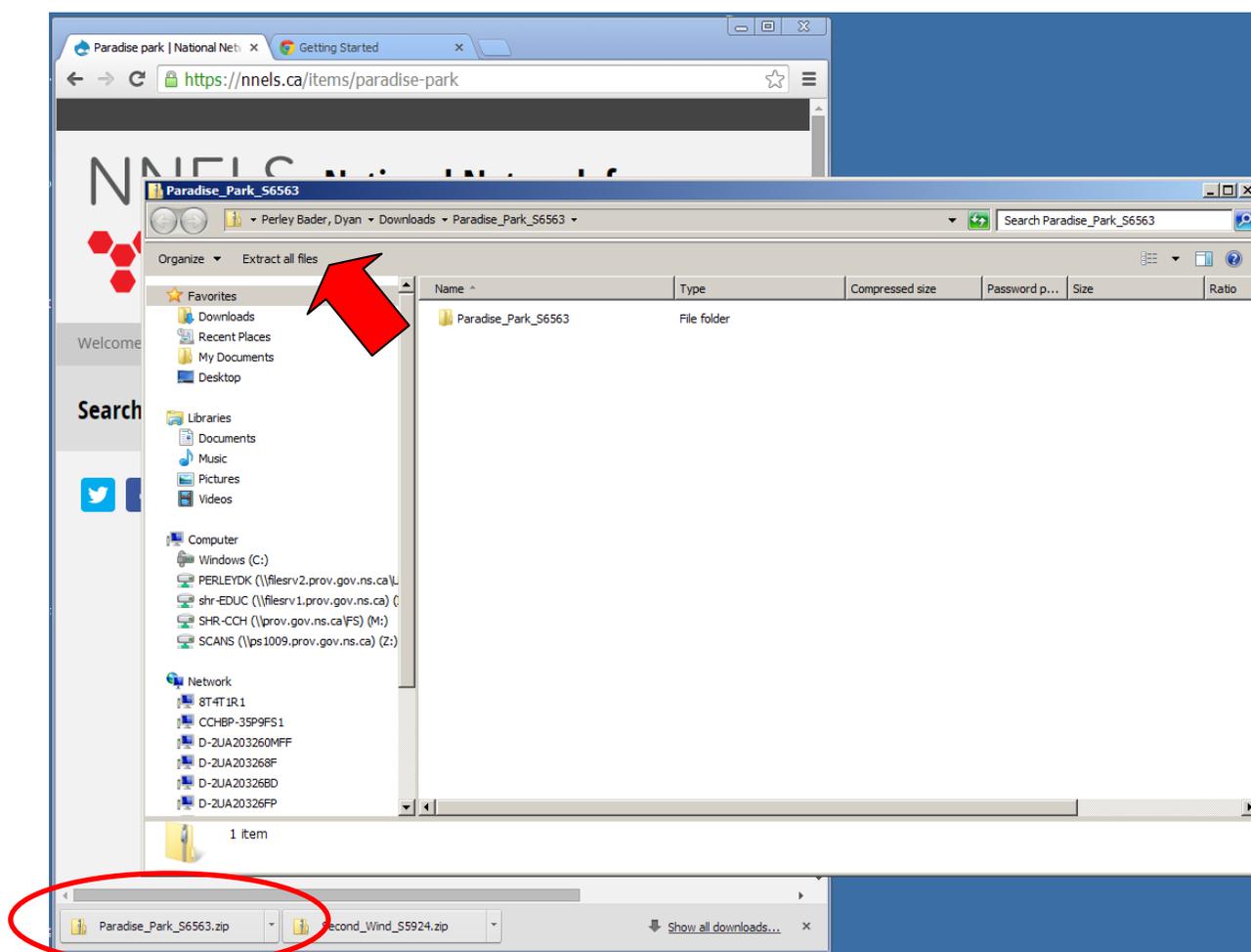
Audio files are very large files. All files are compressed (shrunk) into a .zip folder so that they are faster to download. In order to use the file on a computer, you must first “unzip” the file to make them usable again. Instructions differ based on the Internet Browser you are using. These are the instructions for Chrome.

Go to the Chrome internet browser. Proceed to <https://nnels.ca> and select an item to download.

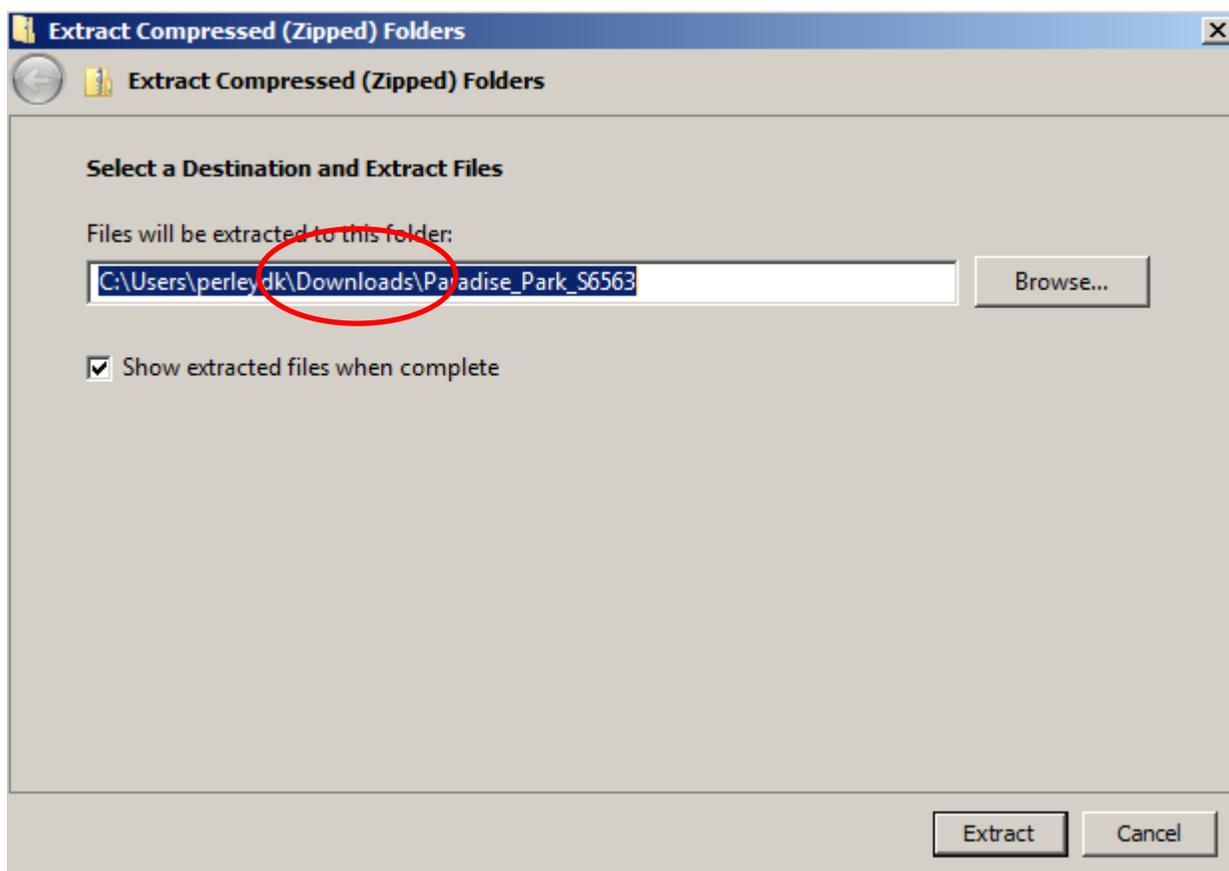
- Click on the link to Download the Daisy File
 - A large arrow will appear at the bottom left of the screen and the download will begin. A green circle will show the progress of the file transfer.

The screenshot shows the NNELS website interface. At the top, the NNELS logo and name are displayed, along with the text 'National Network for Equitable Library Service' and 'The Canadian Accessible Library System'. A search bar is visible with the text 'Search the Catalogue:'. Below the search bar, there are social media icons for Twitter, Facebook, and Google+. The main content area displays the title 'Paradise park' and a list of items, including 'DAISY Download the Daisy File'. Below this, there are details for the file, such as 'Performed / Narrated by: Anne Gardiner', 'Creator: GOWER, Iris', 'Date: Issued 2004', 'Genre: Love stories', 'Subject(s): England | English | Family Chronicles | Talking books', and 'Publisher:'. A large blue download arrow icon is visible on the left side of the page. At the bottom of the page, a taskbar shows several open files, including 'Paradise_Park_S6563.zip', which is highlighted with a red arrow. The taskbar also shows the progress of the download, indicating '178/193 MB, 6 secs left'.

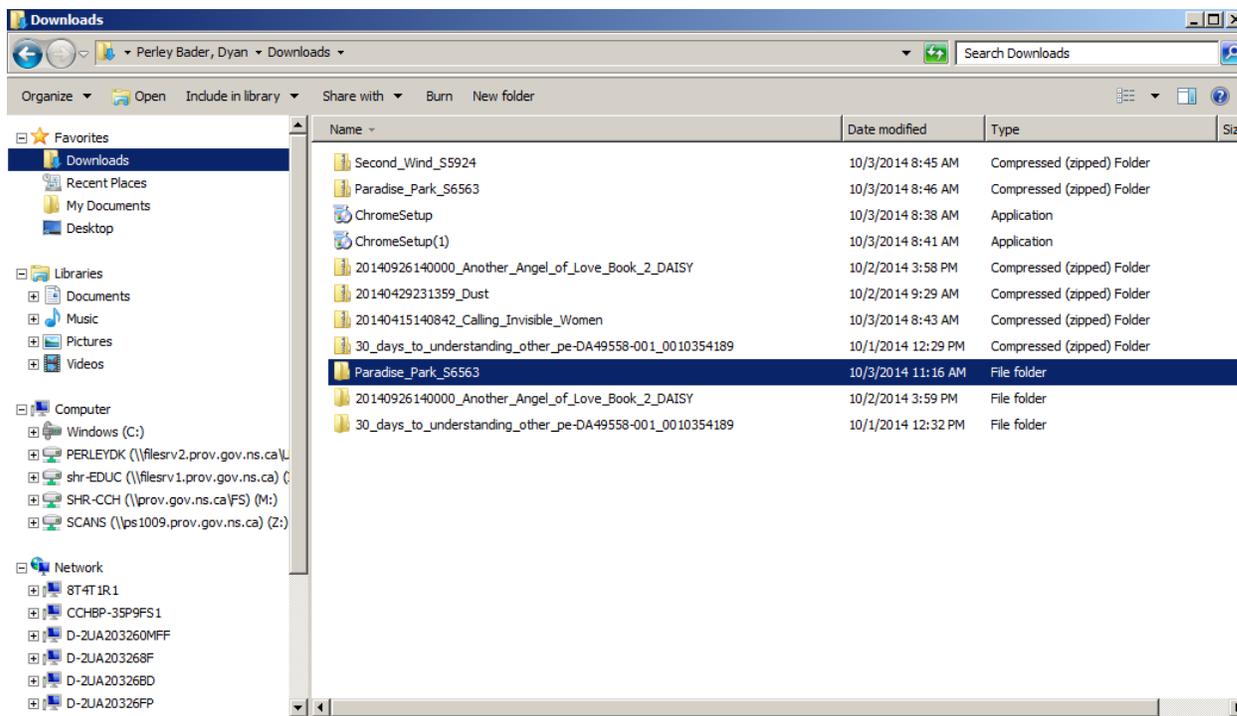
- The file is finished loading when the green circle disappears.
- Once the download is complete, click on the button at the bottom left of the window.
- This will bring up a new window.
- Unzip the folder by clicking on the button that says “Extract all files”



- This will bring up a new window asking where you would like to save the extracted/unzipped files:



- Remember where you saved the file to, as you will need to find it, in order to use the file in another device.



Congratulations! You have just successfully unzipped a folder using Chrome!