

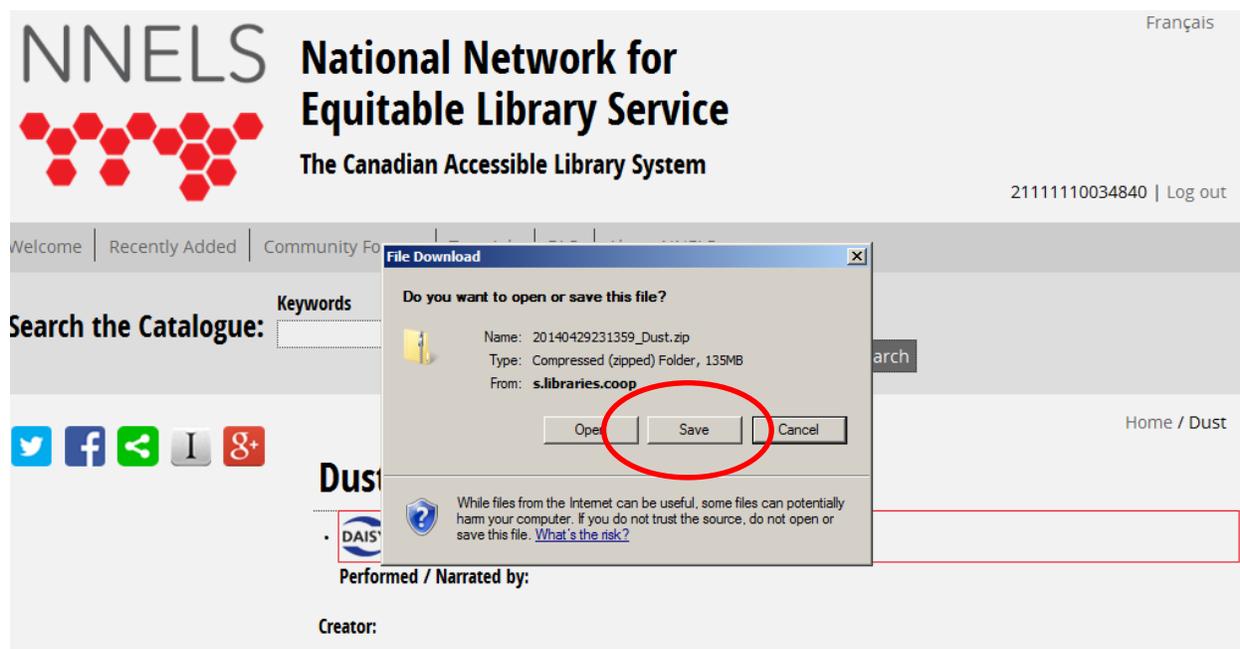
Saving and unzipping a file: Internet Explorer

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. Below you will find instructions for Internet Explorer.

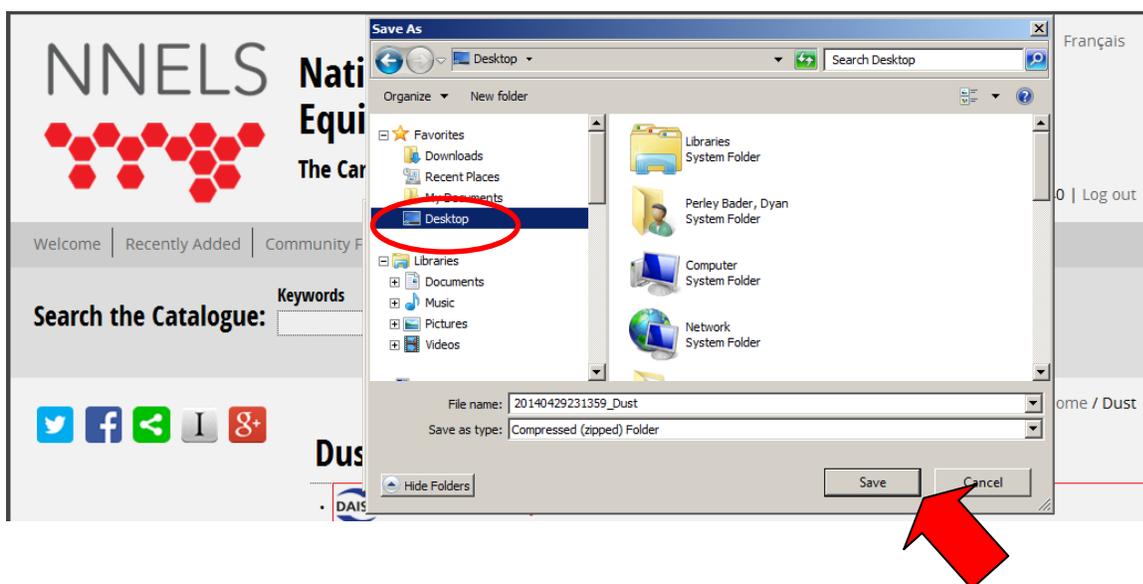
Go to the Internet Explorer internet browser. Proceed to <https://nnels.ca> and select an item to download.

- Click on the Download link. A dialog box will appear. Click on the word “Save”



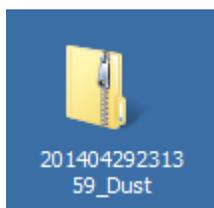
The screenshot shows the NNELS National Network for Equitable Library Service website. The header includes the NNELS logo, the text "National Network for Equitable Library Service" and "The Canadian Accessible Library System", and a "Français" link. A user ID "21111110034840" and a "Log out" link are visible. The main content area features a search bar with the text "Search the Catalogue:" and a "Keywords" input field. Below the search bar are social media icons for Twitter, Facebook, and Google+. A "File Download" dialog box is open in the foreground, displaying the file name "20140429231359_Dust.zip", its type "Compressed (zipped) Folder, 135MB", and the source "s.libraries.coop". The "Save" button is circled in red. A security warning from DAISY is visible at the bottom of the dialog box, stating: "While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?"

A new window will appear. In the left hand panel, click on the word “Desktop” then click on Save. This will save the zipped folder to your desktop.

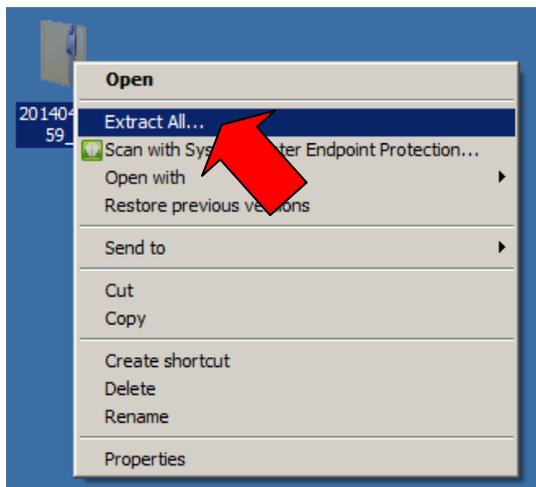


To unzip a folder:

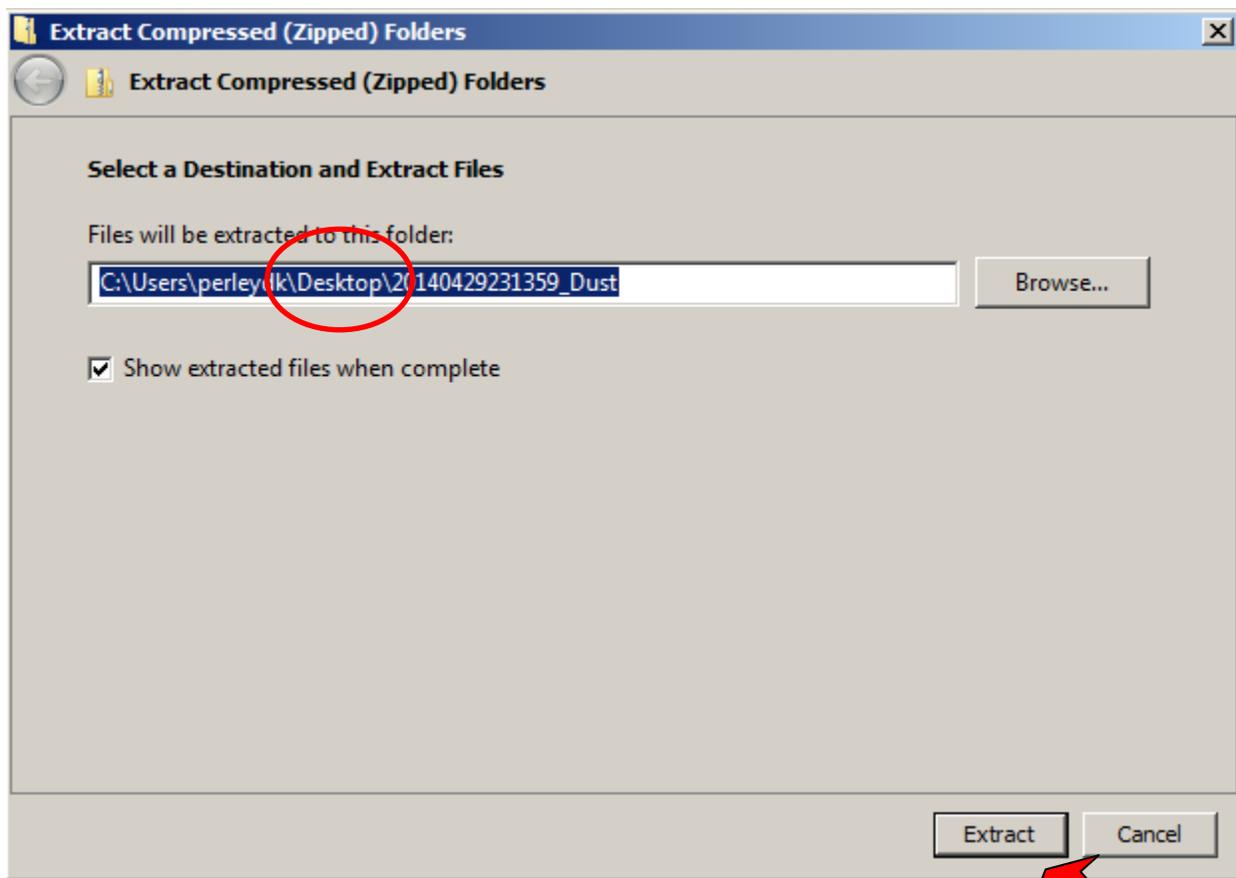
Find the folder of the desktop. The folder will have a zipper on it. It will look like this (although with a different file name):



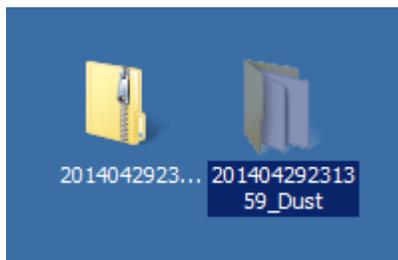
If you right click on the file, a drop down list will appear. Left click on the option to “Extract all ...”



A new window will appear. Ensure that the word “Desktop” appears in the path for the folder. Then click on the word “Extract”:



The unzipped folder will now appear on the desktop:



Congratulations! You have just successfully unzipped a folder using Internet Explorer!