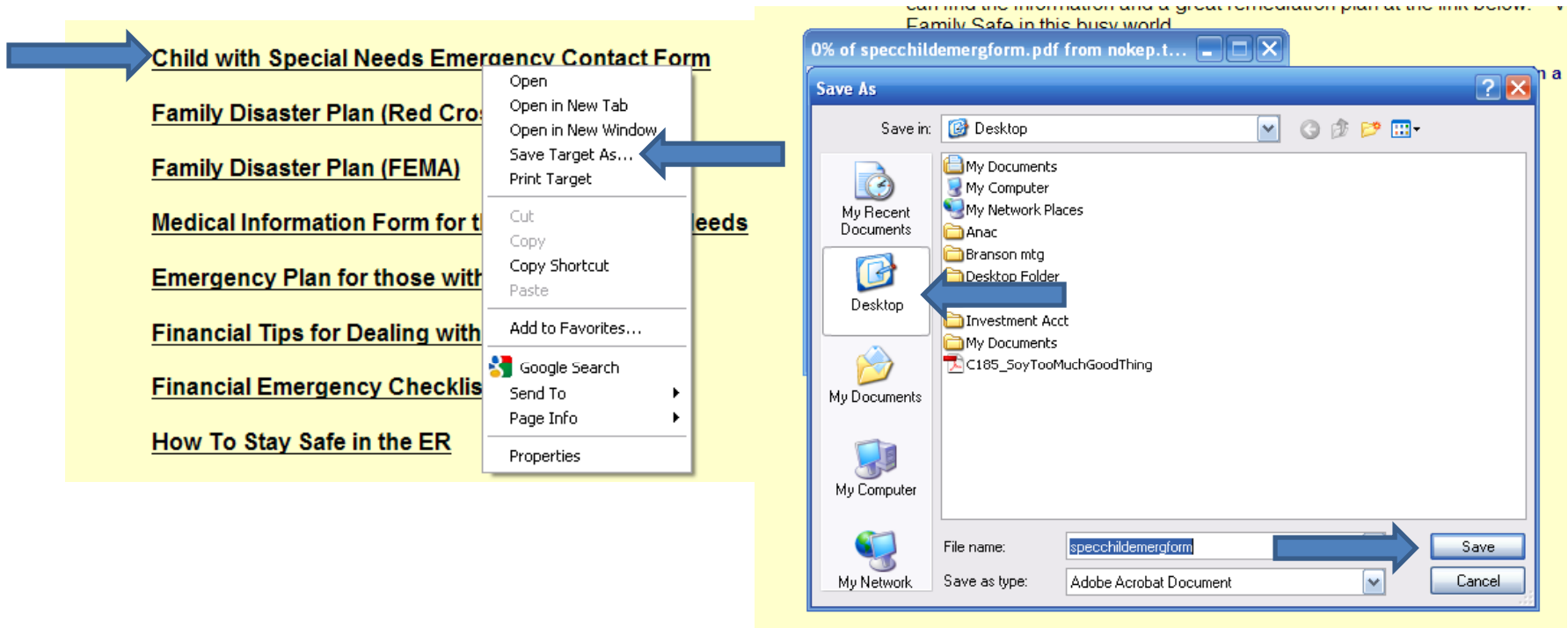


# How Do I Download A Document?

It's easy! See the lines below, that are underlined? Those lines are called hyperlinks and each one links to a document on the internet. This isn't a web site, so they're not live links. But let's pretend they were. First you move your mouse over to the line containing the file name you want to download. Then right click – click the mouse button on the right side of your mouse – to bring up the menu you see in the picture. right click on the name of the file.



The Save As box will appear. The filename is already filled in, so all you have to do is choose where you want the new file to appear. Your desktop is the easiest place to find it. So click on Desktop and then Save. Your file will download. When it's done, simply open it to use it. For instructions on a Zip File, go to the next slide.

## How Do I Open A Zip Document?

When you order the Action Plans, you receive several documents. Instead of having to download ever single one, you have the option of downloading your documents in a ZIP FILE. This means that all of the documents are in one file, all zipped up inside for easy downloading. Once you download it, you'll see a little icon that looks like a file box. Double click on it (click the left mouse button twice, quickly). It will open and all the files will appear. All you have to do is either click on the extract button (this could look different depending on your software, to extract all the files to your desktop. Or you can highlight all the files, copy them and paste them onto your desktop.

