

*Internet Explorer*  
**DOWNLOADING PROGRAMS**  
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There are two kinds of programs that you can download from the Internet: *Executables* and *zipped files*. If a downloaded file is an “executable” file (ending in “.exe” or “.com”), you must “execute” the program. However, most files will be zipped — or compressed — files. By compressing a file, one can change a 1.5 Gb file into a 450 Kb file, making it much quicker to download. Zipped files always end in “zip”.

- ❶ You can download programs from either email or Website:
  - ✓ *Email*. Normally a large icon with a paperclip will appear in the upper, right-hand corner of your email.
  - ✓ *Website*: Go to site which has the program you want. Before you begin to download, add it to “Favorite Places” to ensure you can get back if your connection is interrupted.
- ❷ Find the program.
  - ✓ *Email*. The attached program or file will be at the end of the message; normally in blue ink with underlined text.
  - ✓ *Website*: The program or file will normally be in blue letters with underlined text.
- ❸ Single, left-click on the program underlined in blue letters.
- ❹ At this point, Windows Explorer will open a window called “Save As.” Select a destination folder on the “Save In:” line.
  - ➡ Note into which folder you are saving that file.
- ❺ On the File Name: line, change the name to what you want. Give it a “title” *plus* a date, i.e., “Spelling Teacher 030602” so that months from now you’ll recognize it. 030602 denotes that I downloaded the file on 2 June 2003.
- ❻ Press the Enter key or left-click on OK button.
- ❼ Download begins. Once completed, the file is yours.

## DOWNLOAD EXECUTABLE FILE

If a downloaded file is an “executable” file (ending in “.exe” or “.com”), you must “execute” the program:

- ❶ Open Windows Explorer or PowerDesk.
- ❷ On the left-side of the vertical dividing line, left-click on the icon of the folder which has the file in it.
- ❸ On the right-side of the vertical line, double-click on the program’s icon.
- ❹ Follow onscreen instructions.

## ZIPPED FILES

If you download a compressed file, it has the file extension “zip”. For example, “Test File. zip”. To unzip:

1. Double-click on the icon for the file, with the “zip” ending, that you downloaded.
- 2.. WinZip opens.
3. A pop-up menu appears. Left-click on “I Agree” button.
4. Left-click on the “Open” button on the ToolBar.
5. If the “Look-in” does not list the folder you want, left-click on the down arrowhead to the right of whatever folder is listed. Once you find the folder, press Enter key, on keyboard.
6. Left-click on the program you want to unzip. (You can unzip only one file at a time.)
7. Left-click on the OK button.
8. Left-click on the new file listing.
9. Left-click on “Extract” button.
10. An “Extract” window appears.
11. Left-click on “Extract” button, in upper right corner.
12. Final window appears.
13. Exit (“X”) from the window.