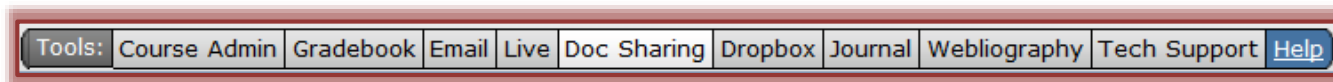


Download and Unzip Files under Doc Sharing

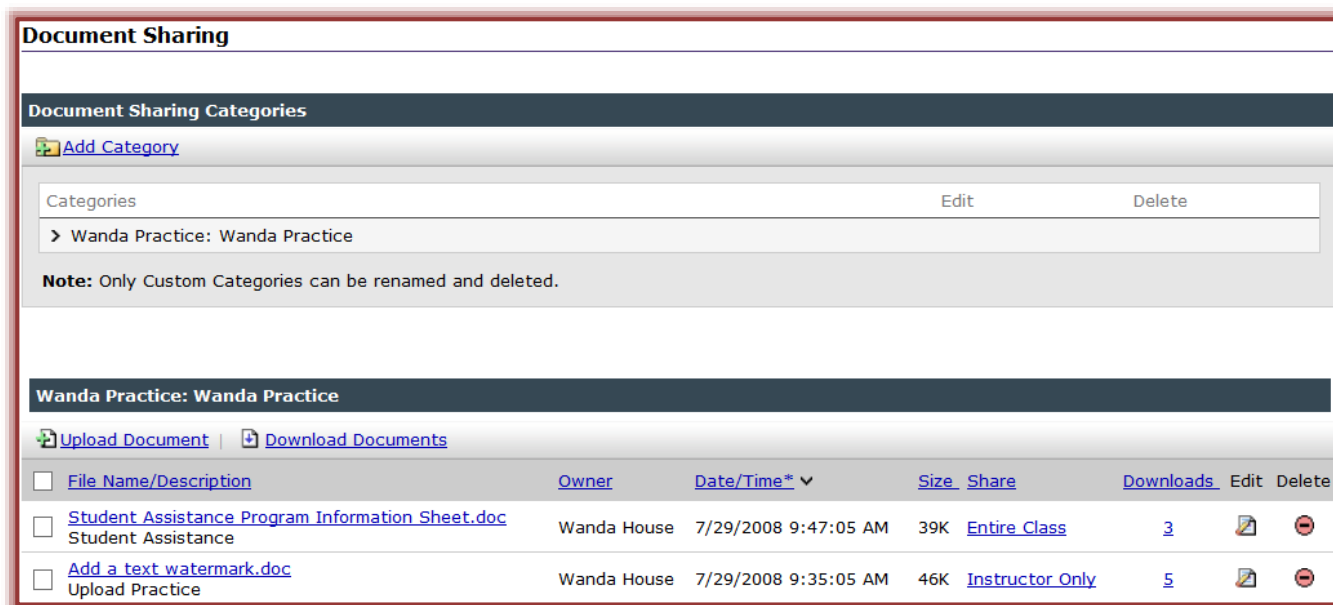
Once files have been loaded into Doc Sharing or any other area in eCollege in a compressed (zipped) file format, the files have to be unzipped after they are downloaded before they can be used. To accomplish this, follow the instructions below.

Download Folders

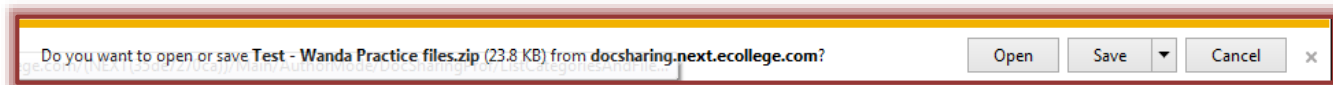
- ✚ Log into eCollege.
- ✚ Once in the course, click the **Doc Sharing** button on the **Tools Menu** (see illustration below).



- ✚ The **Document Sharing** window will display (see illustration below).



- ✚ Under **Categories**, click the **Category** under which the folder is loaded
- ✚ Under **File Name/Description**, click the check box next to the folder that is to be downloaded.
- ✚ Click the **Download Documents** link.
- ✚ The **File** bar will appear at the bottom of the window (see illustration below).

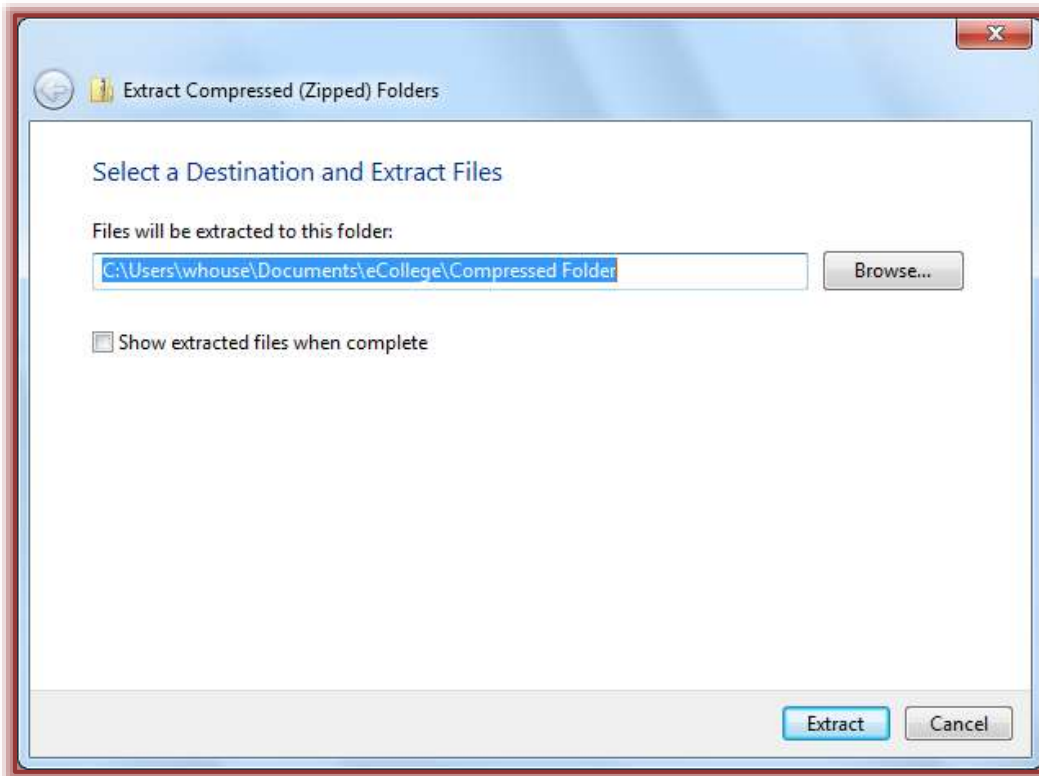


- ✚ Click the **Save** list arrow.
- ✚ Click **Save As** from the list of options.
- ✚ The **Save As** dialog box will appear.
- ✚ Click the **File Name** box to input a name for the zipped folder.
- ✚ Select the location where the folder is to be stored.
- ✚ Click the **Save** button.

Extract/Unzip the Folder

You must access either Windows Explorer or the Computer folder to Extract/Unzip a folder. The folder cannot be Extracted/Unzipped from within a program.

- ✦ Open either **Windows Explorer** or the **Computer** folder.
- ✦ Locate the folder where the compressed (zipped) folder was stored.
- ✦ Right-click on the compressed (zipped) folder.
- ✦ Click **Extract All**.
- ✦ The **Extraction Compressed (Zipped) Folders** window will display (see illustration below left).



- ✦ Click the **Show extracted files** check box to remove the check mark if the files are not to be displayed when the process is complete.
- ✦ To select a different location for the folder, click the **Browse** button.
 - ✦ The **Select a Destination** dialog box will appear.
 - ✦ Select the location where the document is to be stored.
 - ✦ Click **OK**.
 - ✦ If the unzipped folder is to be in the same location as the compressed (zipped) folder, it isn't necessary to click **Browse**.
- ✦ Once the location has been selected, click **Extract**.
- ✦ The **Extracting** area will show the progress of the extraction.
- ✦ When the process is completed, a new folder with the same name as the compressed (zipped) folder will appear in the specified location.
- ✦ Double-click the folder to display the files.