

## Saving and unzipping a file: Firefox

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.

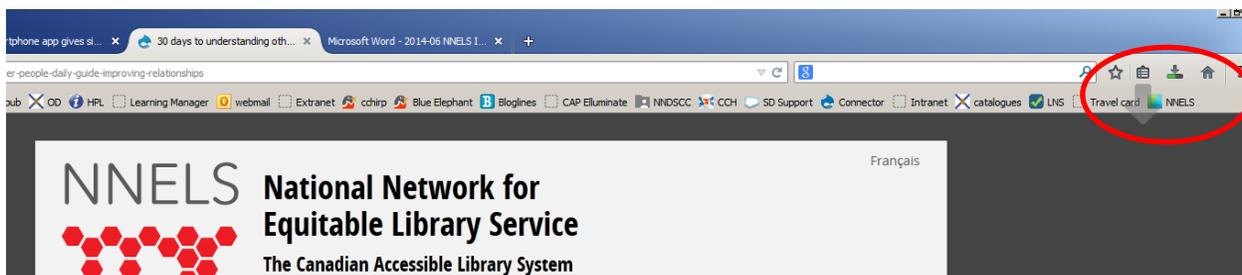
Instructions differ based on the Internet Browser you are using. Below you will find instructions for Firefox.

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

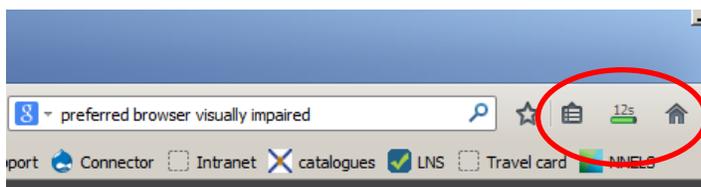
- Click on the Download link
- A dialog box will appear. Click the button for “Save File”

The screenshot shows the NNELS website interface. At the top, the logo for NNELS (National Network for Equitable Library Service) is displayed, along with the text 'The Canadian Accessible Library System'. A search bar is visible with the text 'Search the Catalogue:' and a search button. Below the search bar, there are social media icons for Twitter, Facebook, and Google+. The main content area displays a search result for '30 days to understanding other people a daily guide to improving relationships'. The result includes a 'DAISY Download the Daisy File' link, 'Performed / Narrated by: Mike Slemmer with the author', and 'Creator: Flaxington, Beverly D'. A dialog box is overlaid on the page, asking 'What should Firefox do with this file?' with options 'Open with' and 'Save File'. A red arrow points to the 'Save File' button.

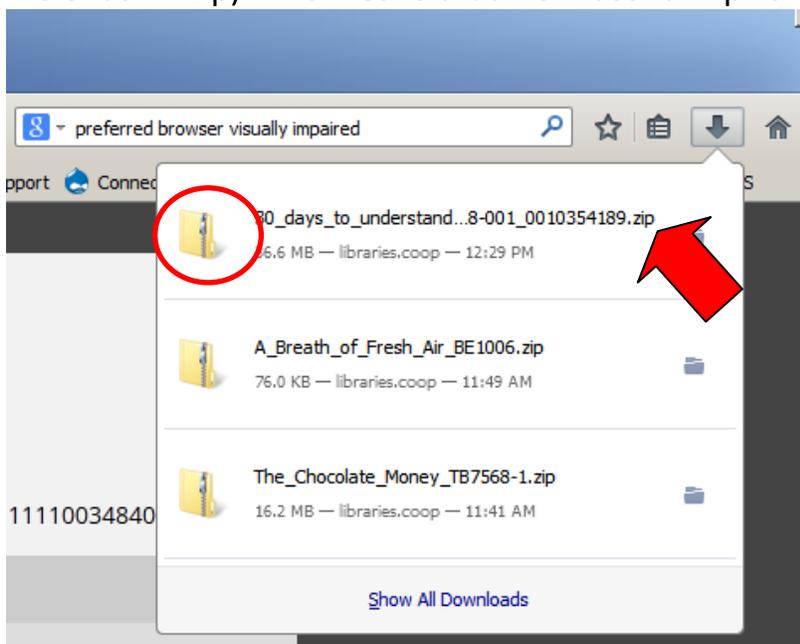
When you click “Save File” a big downward facing arrow briefly appears on the top right hand side of the screen.



Then, a countdown for the time remaining appears until the file completes downloading:

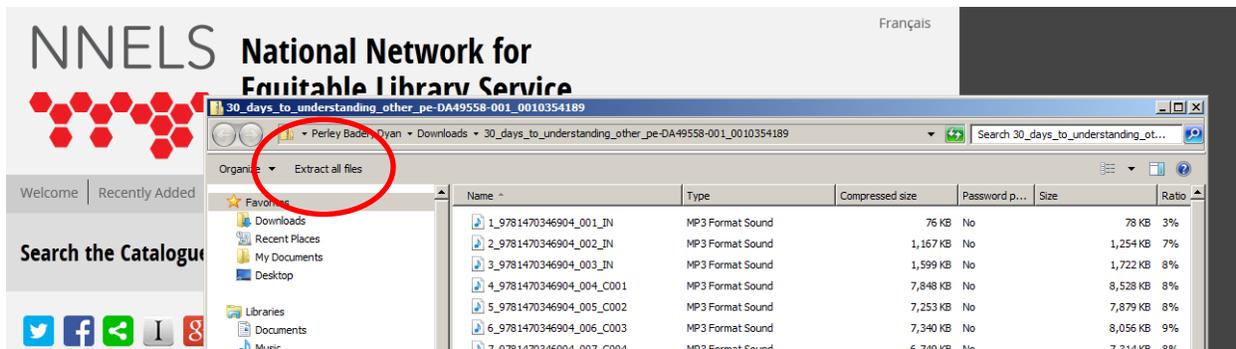


When the file completes downloading, the countdown clock turns into a downward facing arrow. Click on the arrow. You will see a list of downloaded files. Instead of the individual files, there is a folder with a zipper on it (and the file ends in .zip). This means that we must “unzip” the folder to access the files:

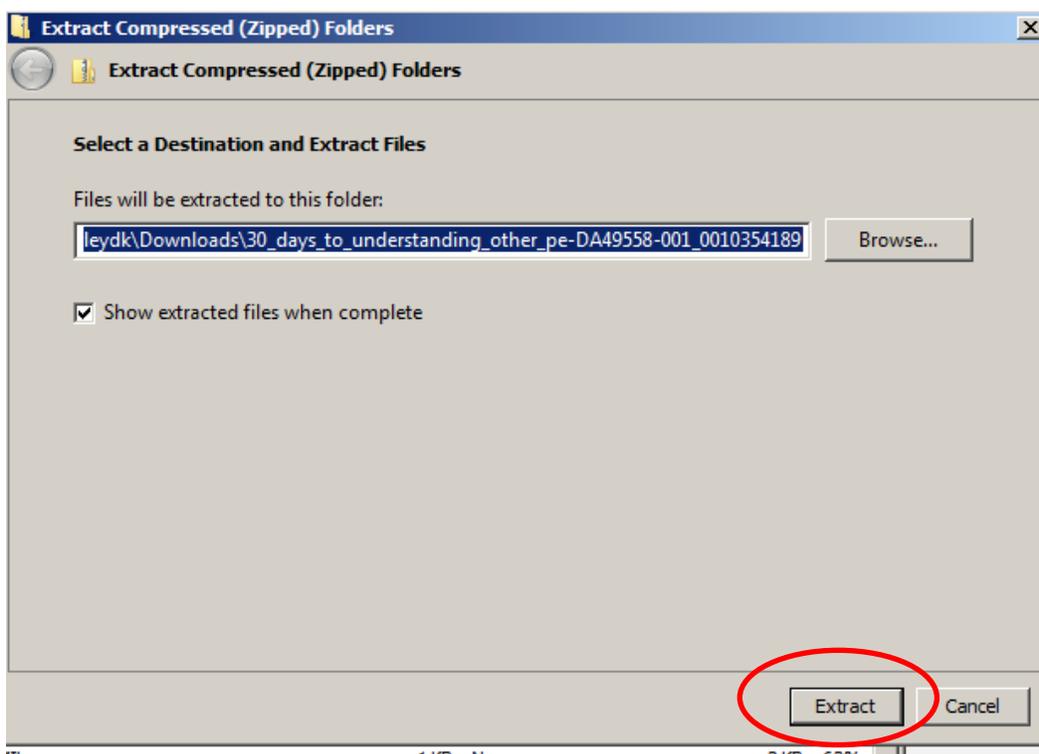


To unzip a folder:

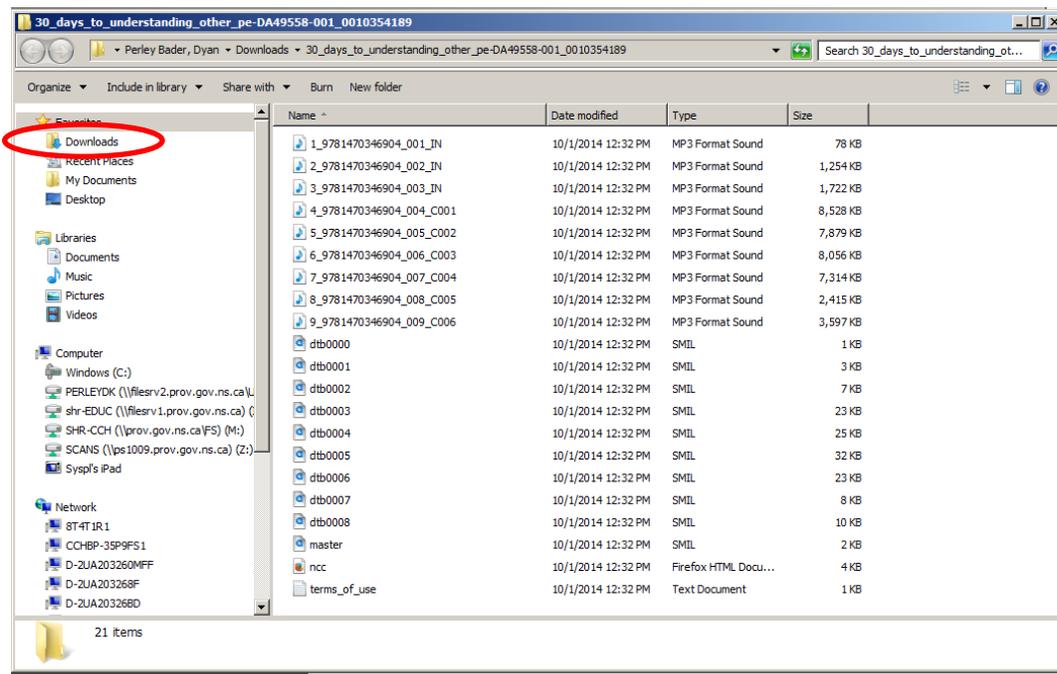
- Left click on the file that you want to download. A new window opens with a list of files. Click on the button that says “Extract all files”



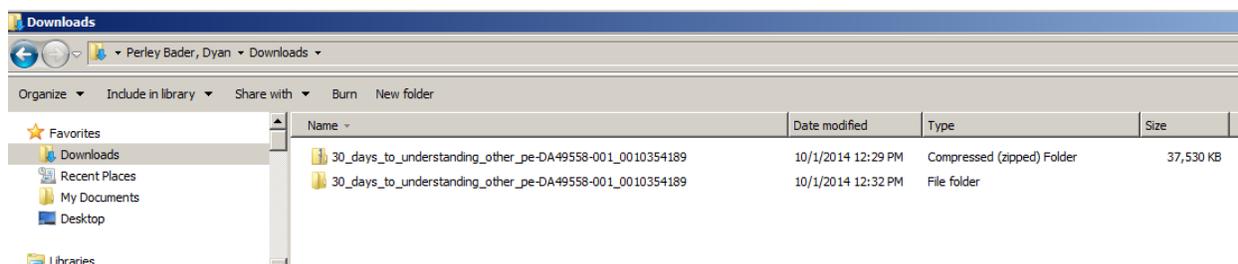
- A new dialog box appears, which asks you where you would like to save the file. Accept the default and click “Extract”



- A new dialog box, with a list of files will appear. On the far left side of the box, click once on the word “Downloads”



- When you click on downloads, you will likely see a few folders. Two of them will have the same name. One will have a zipper and the file type is “Compressed (zipped) folder” the other is a “File folder”



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