

# Download, Save, and Extract Bookshare Files to Computer

## 1. Choose a Default Location for Downloading Bookshare Files from the Internet

Internet browsers often save files downloaded from the Internet to a computer's **Downloads** folder. However, it is often easier to download, save and unzip Bookshare files if your browser permits you to designate a default download location. Designating a default download location will depend on your computer's operating system and browser.

### a. Download files using Windows 7, 8, or 10 and Mozilla Firefox:

1. Launch Firefox. Make sure the menu bar is enabled.
2. Select *Tools, Options, General*.
3. Under Downloads, select *Always ask me where to save files*.

### b. Download files using Windows 7, 8, or 10 and Internet Explorer (IE):

NOTE: Internet Explorer will allow you to change the default location for downloaded files, but it will not give you the option to "ask where to save files." In many cases, it may be easier to save the Bookshare zipped file in the default Downloads folder and move it to the appropriate Bookshare folder after the download is finished.

1. Launch Internet Explorer. Make sure the menu bar is enabled.
2. Select *Tools, View Downloads*.
3. Click *Options*.
4. Navigate to the Bookshare folder. Click *Select Folder*.

### c. Download files using Windows 10 and Microsoft Edge:

NOTE: Microsoft Edge will allow you to change the default location for downloaded files, but you must do it through File Explorer. You can't change the default download location in the Microsoft Edge browser itself. In many cases, it may be easier to save the Bookshare zipped file in the default Downloads folder and move it to the appropriate Bookshare folder after the download is finished.

1. Launch File Explorer and locate the Downloads folder on the left.
2. Right-click the Downloads folder and select *Properties*.
3. Click the *Location* tab, and enter a new path that directs the downloaded file to the Bookshare folder.
4. Click *Apply*. This creates a new download location.

### d. Download files using Windows 7, 8, or 10 and Google Chrome:

1. Launch Chrome.
2. Click on the *Customize and Control Google Chrome* button.
3. Select *Settings*. Select *Show Advanced Settings*.
4. Select *Downloads*.
5. Click on checkbox *Ask where to save each file before downloading*.

**e. Download files using Mac OSX Yosemite or El Capitan and Firefox:**

1. Launch Firefox.
2. Click on Firefox in the upper left corner of the window.
3. Select *Preferences, General*.
4. Under *Downloads*, select *Always ask me where to save files*.

**f. Download files using Mac OSX Yosemite or El Capitan and Safari:**

1. Launch Safari.
2. Select *Safari* in menu bar. Select *Preferences*.
3. Select *General*.
4. Locate *File Download Location*.
5. Select *Ask for each download*.

**g. Download files using Mac OSX Yosemite or El Capitan and Google Chrome:**

1. Launch Chrome.
2. Click on the *Customize and Control Google Chrome* button.
3. Select *Settings*. Select *Show Advanced Settings*.
4. Select *Downloads*.
5. Click on checkbox *Ask where to save each file before downloading*.

## 2. Download and Save Zipped Bookshare Books to a Designated Folder

NOTE: Make sure you have created a folder structure in which to save Bookshare books and have determined your Internet browser's download location before you download and save Bookshare books.

- a. Log in to Bookshare.
- b. Search for a book.
- c. After locating a book to download, click *Download* button.
- d. Select a Member(s) for whom the title will be downloaded by clicking the checkbox in front of the student's first name. Then choose a Download Format (e.g., DAISY with Images, DAISY Text Only, BRF, Audio).
- e. Confirm the book download by clicking the *Download* button.
- f. On the **My History** page, click the *Available* link under *Status*. (NOTE: If you selected a book in MP3, DAISY Audio, or DAISY with Images format, the download may take some time. On the My History page, you will see the status of the book as *In Progress*. In some cases, Bookshare will send you an email informing you when the book is ready. Click on the link in the email message to be taken to the My History page.)
- g. Click *Save File*, then click *OK*.
- h. Navigate to the Bookshare folder in the Documents folder. Open the Bookshare folder, open the Student folder, and open the Subject Area folder.
- i. Click *Save*. The zipped Bookshare file will be saved in the Subject Area folder.

## 3. Extract Zipped Bookshare Books (Windows 7, 8, or 10)

- a. Open Windows Explorer/File Explorer.
  - b. Locate the zipped file in your Book folder. The zipped file will look like a folder with a zipper.
  - c. Using your right mouse button, right-click on the zipped folder icon.
  - d. Select *Extract All* from the menu.
  - e. Click the *Extract* button. The zipped file will be extracted to a folder with the book title or you may need to navigate to the folder you created for the book.
  - f. To see the contents of the unzipped file, double-click on the new folder.
- NOTE: You cannot open the book from here. You must launch a software program, such as one of the free reading tools (i.e., Read:OutLoud, Victor Reader Soft), navigate to the Book folder, select and open the file, and read the book with the reading software.