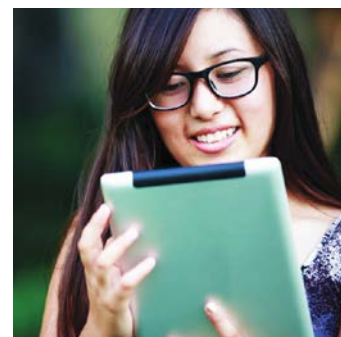# How to Guide

Extracting (Unzipping) Downloaded Books

Extract Downloaded Books

Using Microsoft Windows

1) Download and save Bookshare books to a folder on your hard drive where you can easily locate them.
   a. **Note:** Firefox, Google Chrome, and Safari generally download to your computer's **Downloads** folder by default. Internet Explorer generally saves downloaded books in the last place you saved a file. Internet Explorer users may wish to check both the **Documents** and **Downloads** folder for their downloaded files.
2) Locate the downloaded zipped book.
3) **Right-click** (or press **Shift + F10**) the file (.zip format), then select **Extract All**. This will open the "Select a folder to extract files to" dialog box. Make sure the "Show Extracted Files When Complete" checkbox is unchecked.
4) To save the extracted book in a folder within the current location, select the **Extract** button.

Using Mac Computers

Depending on your browser's settings, you will either have a zipped file or book folder within your **Downloads** folder. If you have a book folder (not .zip format), it is not necessary to unzip your book.

If you do have a zip file, press **Command + O** or **double-click** the zipped file and it will self-extract into your **Downloads** folder. Once it self-extracts, a new folder with the book's title will be created, which will contain your book files.

Opening Extracted Books

DAISY Books

The book folder will contain at least eight files. Our DAISY readers typically open the **.OPF** file. Most web browsers will open the **.XML** file; after opening the .XML file you can copy and paste the text into your word processor. If the .XML file won't open in your browser, you can rename the .XML file with an .HTML file extension.

BRF Files

The book folder will contain a single **.BRF** file, which you can copy and paste into a flash drive for use with a Braille Note taker or other device.

Please refer to the instructions for your particular device or reading program for further information about how to open your extracted book.