

## Viewing zipped resources from the UHI Toolkit

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There are steps to be able to view a downloaded archived resource from the UHI Toolkit. This brief guide will show you how to do this.

Before you read this, you should already know how to search for resources in the UHI Toolkit. If you don't, please read the guide on 'Searching the UHI Toolkit' which is located under the help page of the toolkit – this includes instructions on how to download a resource.

"If the resource is a compressed archive/zip file then you should choose the 'Save File' option.

The resource will be saved to your browser download directory.

Locate the zip file you have saved and copy it to another directory on your hard drive where you can work with it. In this example we have placed the zip file in a directory on the desktop called 'Recent Downloads'

Once you have copied the file to a working directory, right-click the file and select 'Extract All...' (Fig. 1)

Right-click the zip file and select '**Extract All...**' (Fig 1)

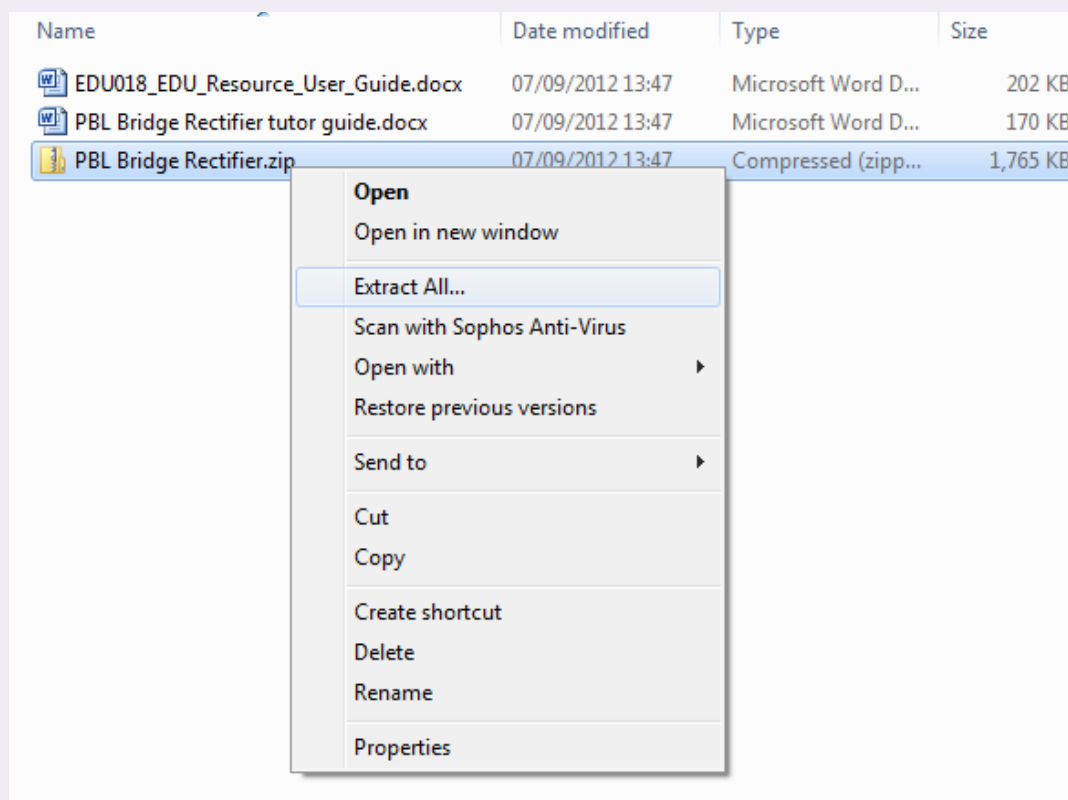


Figure 1: Extract All

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Then, click **'Browse'** to select a destination on your computer to extract the files to. (Fig 2)

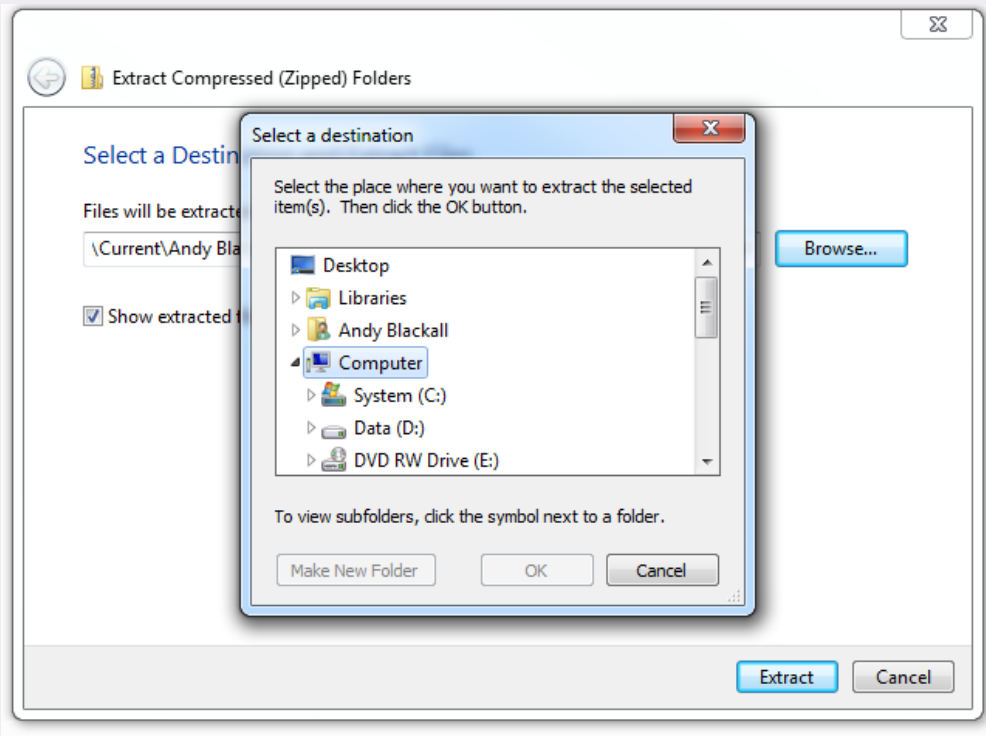


Figure 2: Select a destination

Once you have selected where you want to extract your files to, click **"OK"**. Then click **"Extract"**. (Fig 3)

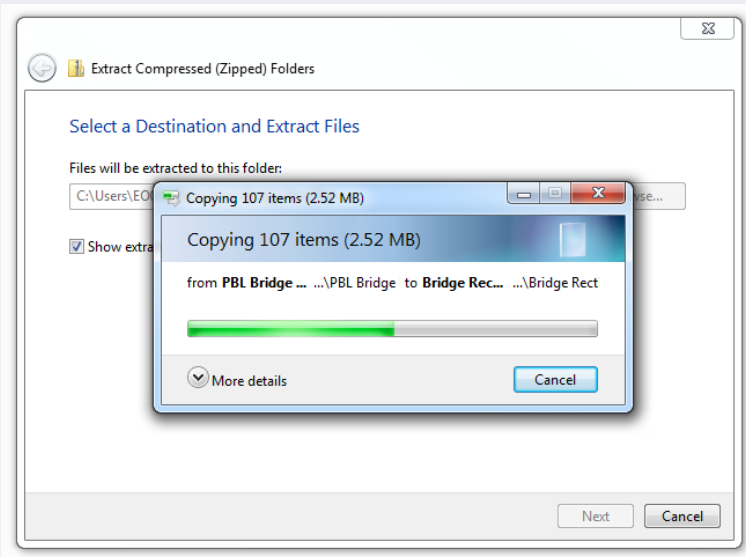


Figure 3: Extracting the files



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Once extracted, a new window appears similar to below. (Fig 4)

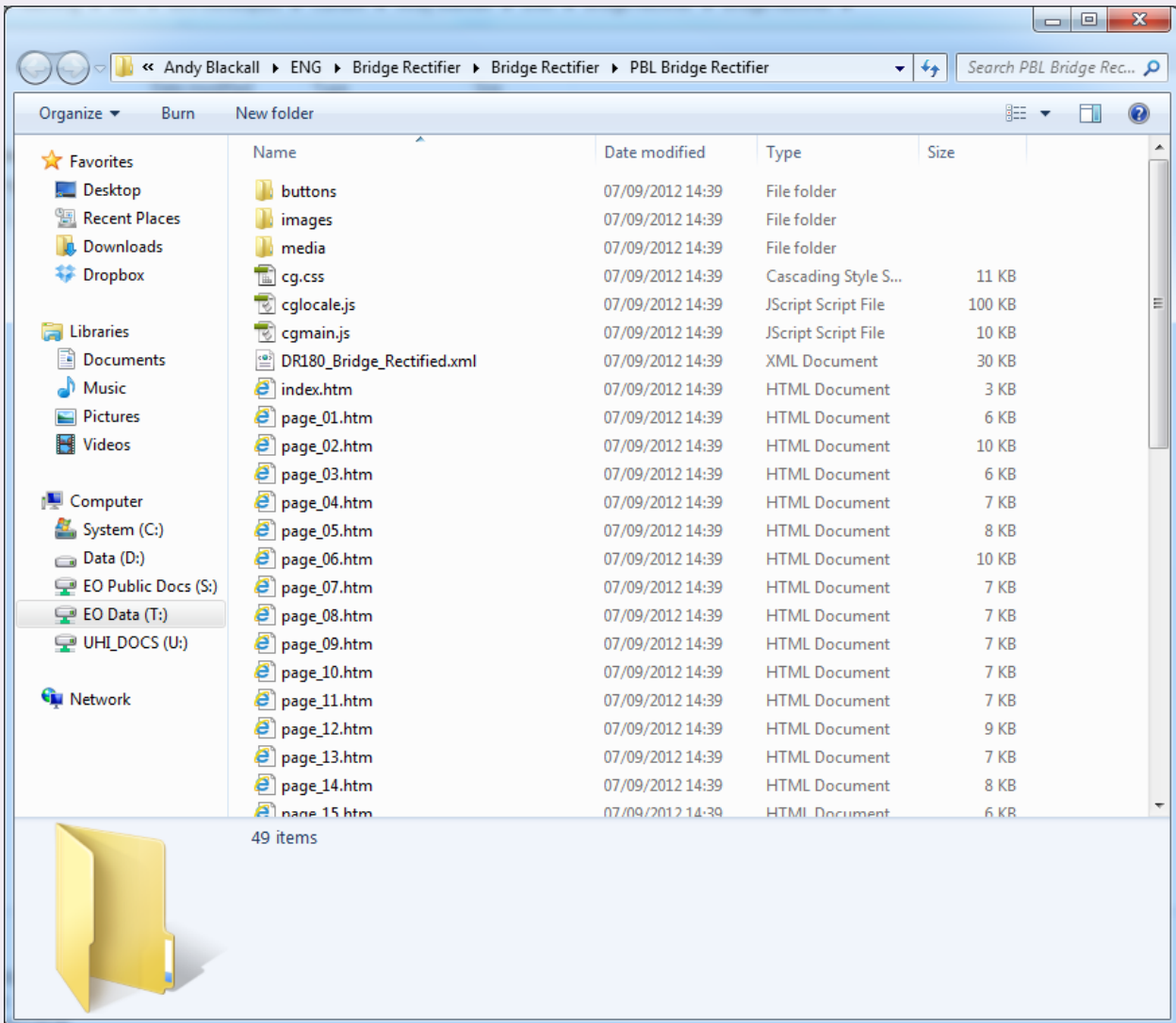


Figure 4: The extracted files listed



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You are now ready to view the resources. Double click on the 'index.htm' to view them. (Fig 5)

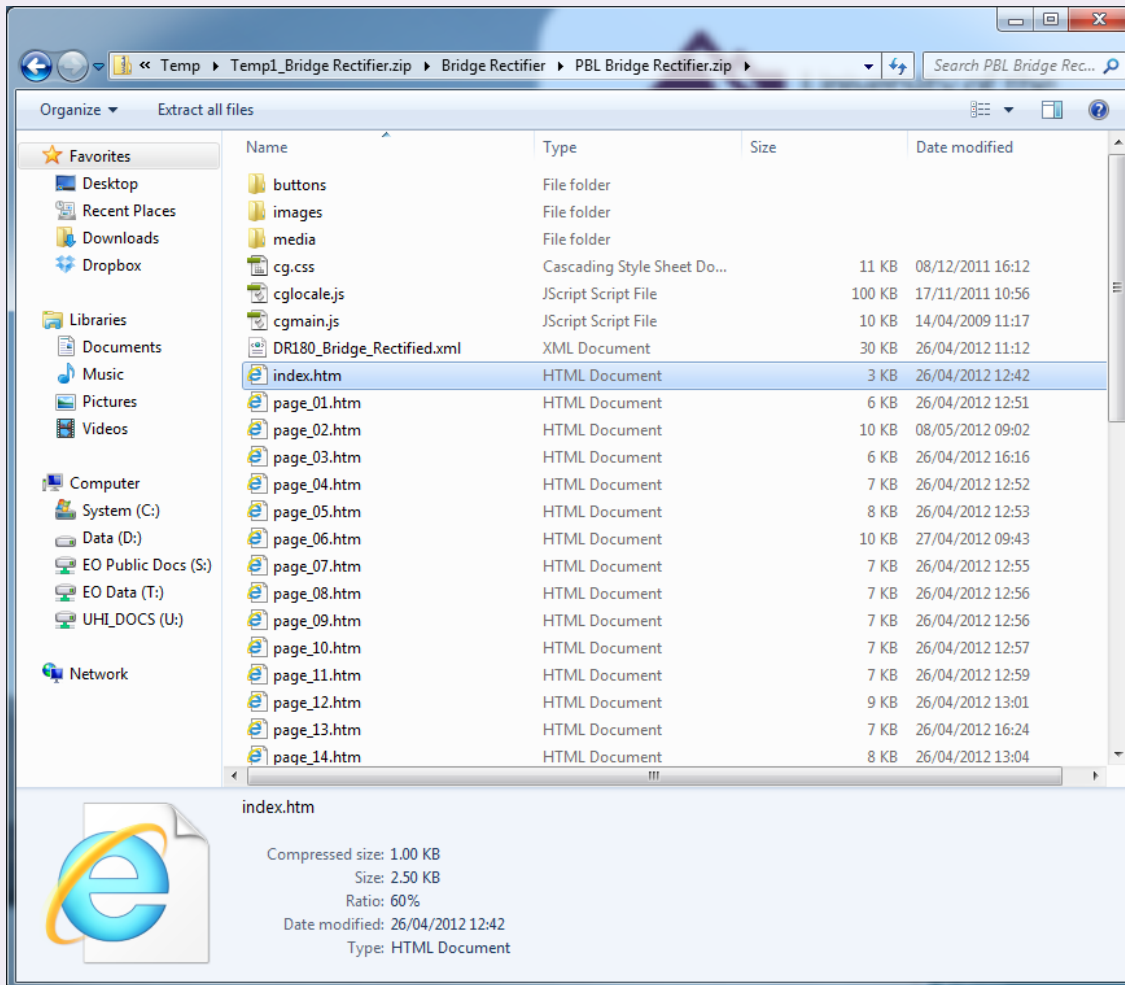


Figure 5: Double-click on 'index.htm'

Please note that some index files in other downloaded resources may be named 'topic\_index1.htm' instead of 'index.htm'. The index file usually has the word 'index' within the filename.

Note: If there are 2 index files within an extracted folder eg 'index1.htm' and 'index2.htm', it is usually 'index1.htm' that you double click to open.

