

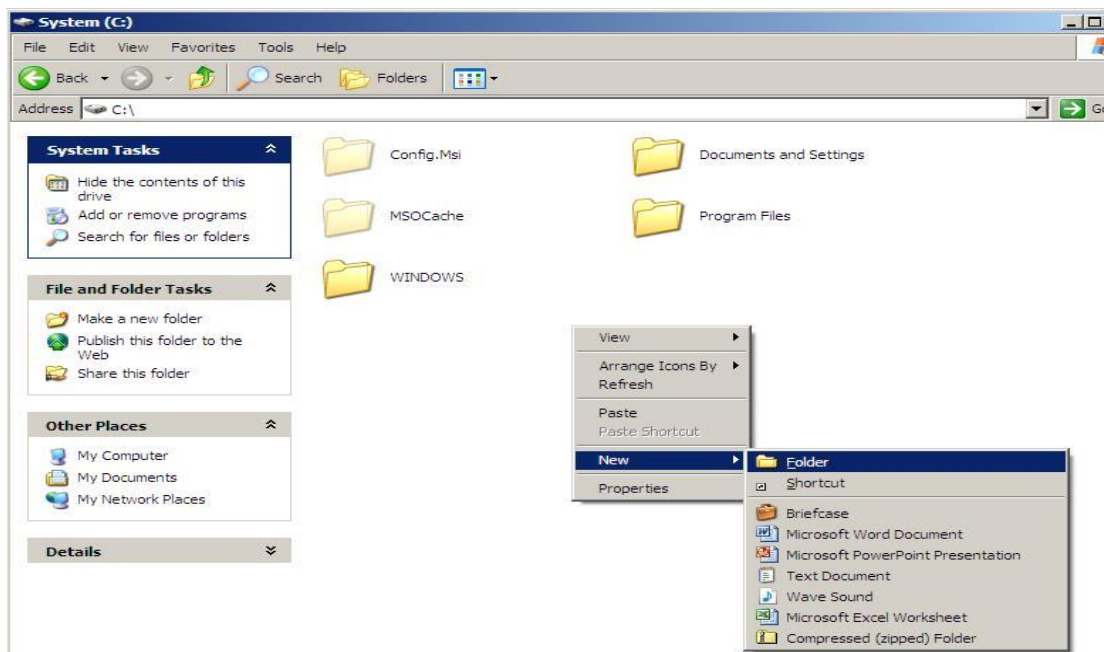
## Downloading files best practices

It is good practice to save the files you are downloading rather than just clicking on Run. If you save the file first, you will always have a copy of it in case something goes wrong during the installation and you have to start over. This will prevent you from having to re-download the software. It will also allow you to copy the file to a USB drive or other device to move between all of your computers rather than download it from every one. This guide will walk you through the process of saving a downloaded file before installing it.

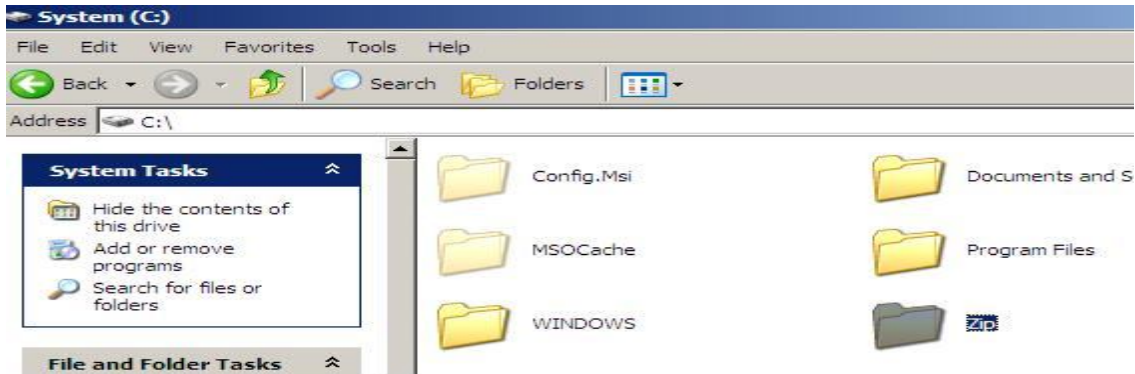
To start, open My Computer and open the C: drive (This is usually labeled “System” but could vary depending on your computer)



Now right click on an empty space and select New, Folder



Name the folder ZIP (This is going to be our download location, you can bypass creating a folder and save the file wherever you want. This is just for demonstration purposes.)



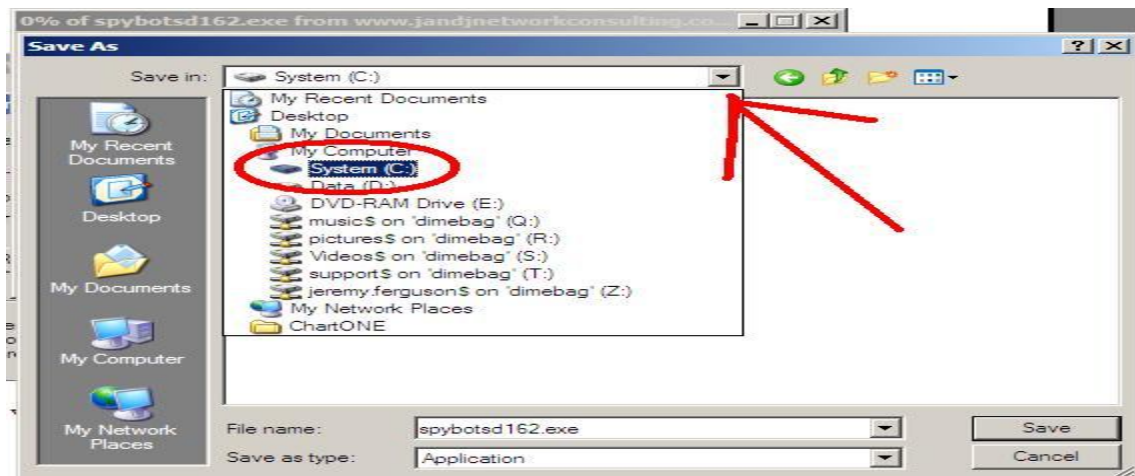
You can now close out of My Computer and proceed to download the file. When you select to download a file you will be presented with a menu similar to this:

Click on Save

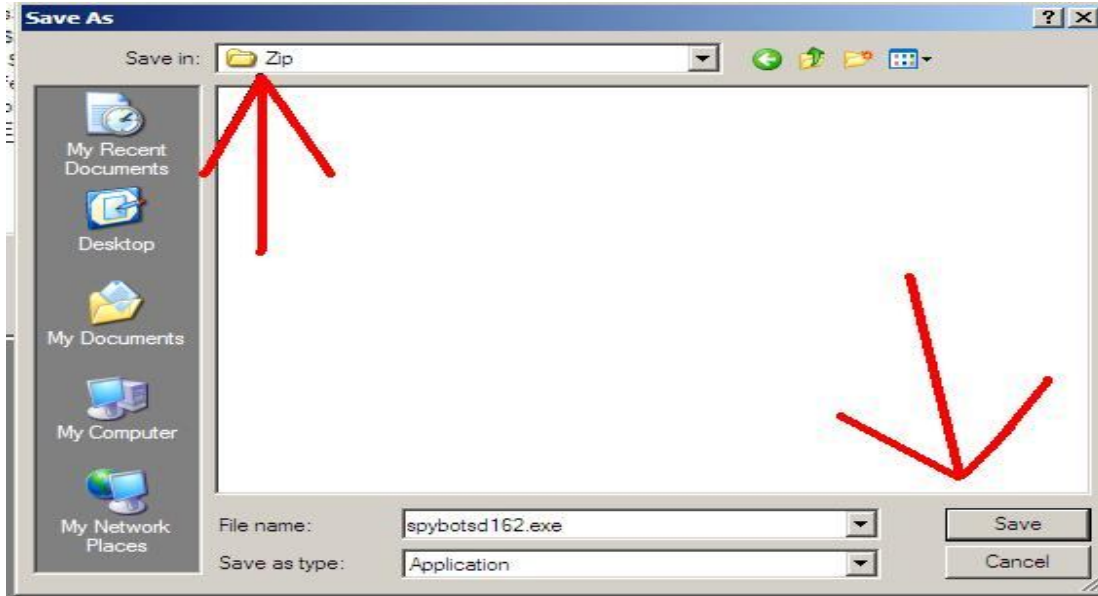


You will now be prompted where to save the file to.

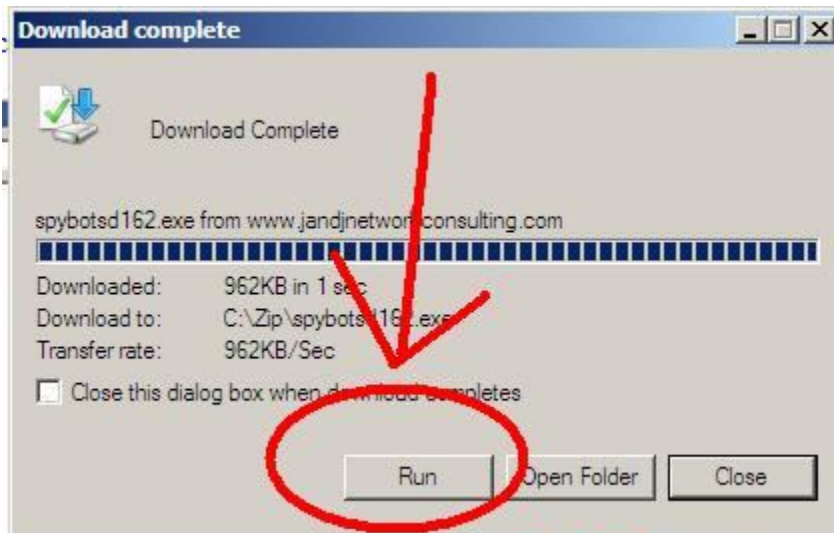
Use the drop down menu to browse to the C: drive. (Again this can be any location you want. It doesn't have to be the location we demonstrate)



Find the “ZIP” folder you created in previous steps and open it. Then click “save.”



Once the file has been downloaded you will be prompted again:  
Now click on RUN to begin the installation



Now you have a local copy of the software that you can go back to and reinstall or copy to external medial for use on other computers within your home or office.