**INSTRUCTIONS FOR DOWNLOADING AND VIEWING LEARNING OBJECTS**

**ZIP FILE**

A zip file contains one or more files that have been compressed in order to reduce size for storage and delivery.

The Zip contains the interactive Learning Object plus all dependent files (CSS style sheets, JavaScript, and media files for viewing content online.

**To unzip a file using Windows XP, Windows Vista or Windows 7:**

* Double-click on the zip folder with the zipped file inside. A window should pop up with the file or files inside.
* Select the "Extract All Files" button.
* An extraction wizard appears that walks users through the process of extracting a zip file.
* By default, XP, Vista and Windows 7 will extract the files to a folder that has the same name and stored in the same location as the zip folder. You have the option to specify a different location by selecting the "Browse" button.
* Select "Extract".
* The zipped files will be extracted to a specified location.

**To unzip a file using a Mac:**

Download the zipped file and double click on it. The file automatically opens.

**Opening Learning Objects in your Web Browser (both PC and Macintosh)**

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* **In any Internet Browser**: Once you have unzipped the download, you may simply click on the link for the **index.html** file and the Learning Object should open within your browser. **Caution! Be sure to open the index.html file within the folder construct to ensure all of the supporting files can be accessed.**

Download times will vary, depending on your Internet connection and other personal hardware issues.

**Using Learning Objects in your Learning Management System:**

In order to use these files in your LMS, they need to be uploaded as packages and the item added in the content area needs to point to the index.html of the extracted file. For more information on how to do this in your own LMS, please contact your LMS administator.