

**Instructions for downloading and extracting the zipped files from
<http://www.doi.gov/doilearn/training-download.cfm>**

The preferred browser for extracting these courses is FIREFOX. The files contained in each of these zipped folders can be run from a PC, success when using a Mac is uncertain

This is a three step process. You must:

- 1. download**
- 2. extract**
- 3. launch the course.**

Please do not download and attempt to launch the course without extracting first. It won't play correctly.

- **Download the file:**
 - Click the course (zip file) in the bulleted list.
 - When prompted, **SAVE** the file to your local desktop. **(do NOT choose Open if presented with that option).**
 - Be sure to take note of where you download the zip file.
- **Extract the course.** Once the zip file is saved, it must be extracted.
 - **Right click on the zip file you just downloaded and select 'Extract All'.** You can accept the default location or you can browse and save the extracted files to a place of your choosing.
 - **Check the option to "Show extracted files when complete"**
 - **Click Extract** to complete the extraction.
 - You will see an alert that you are **copying ### files** to your computer.
 - Once complete, the folder containing the files will appear.
- **Enable Pop Ups in FIREFOX.**
 - Click on Options>Content: Be sure that "Block Pop-up windows" is NOT checked.
- **Launch the Course:**
 - Open folder containing the EXTRACTED files (do not use the .zip folder).
 - Locate the file named: **index.html.**
 - **Right click, choose Open With...Firefox**
- Your browser window will open.
- **If you see a yellow security alert for Active X at the top of the screen, right click the alert and choose "Allow Blocked Content".**
- **Click Yes** if presented with another warning.
- Ensure that the **Zoom percentage** on your browser window is set to **100%**.
- Clear your history in FIREFOX before beginning the course.
 - **Options>Privacy tab, clear history.**
- **Take note of the following:**
 - The course does not contain audio.
 - You must complete the course in a single sitting, there is no bookmarking feature.
 - Be sure that you save a copy and print the Completion Certificate to provide to your HR officer or new Supervisor.