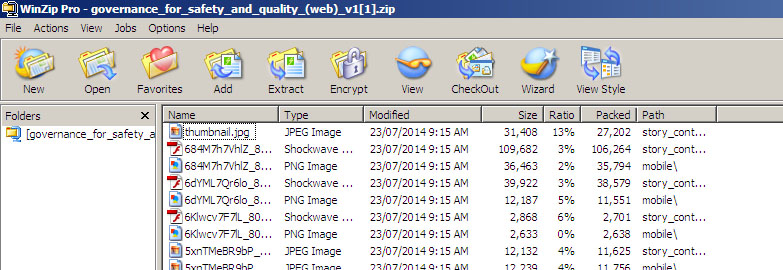
**Unpacking an Archived (Zip) File**

* ZIP files have the extension .ZIP after them, for example, *NSQHS Standards.zip*. ZIP files are compressed data containers - they store one or several files in the compressed form. Because ZIP files compress data they save time and space and make downloading software and transferring e-mail attachments faster.
* You need to unpack or **extract** a ZIP file before you can use its contents. There are a couple of ways of opening a ZIP. I recommend the following because you extract the files into a known directory.

**INSTRUCTIONS**

1. Before you unzip a file, make a directory somewhere on your computer. For example, let’s say you want to unpack the *Governance For Safety and Quality V1 (Web)* zip file. Before you do this create a corresponding directory (e.g., Governance) somewhere on your computer where you can find it.
2. Once you have created your directory, go to the *Governance For Safety and Quality V1 (Web)* zip file and click it once. What will happen next will depend on which browser you have.

* In **Internet Explorer** a pop-up menu will appear after you have clicked the file. It will have **Open**, **Save** or **Cancel** as options. Click Open. A large list of files will appear and there will be a menu across the top (see image below).



You want to **Extract** the files to the Governance directory. To do this click **Extract.** You will then be asked to nominate a directory. Select the **Governance** directory, and then click the **Extract** button. The application will extract the files to the Governance directory. Well done. Close the extraction application and go to the directory you extracted the files to (in this case, Governance). If you click the file called **story.html,** the course should start up for you. Put a shortcut through to this file if you want to play it from your desktop.

* In **Chrome**, the downloaded file will appear at the bottom left-hand side of your screen (see below). Click this file and follow the same instructions as above.

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1. The important thing to remember when extracting ZIP files is that you give the extraction application (e.g., WinZip) a directory to extract or unpack the file to. If you don’t designate a directory, it will extract to your desktop or your downloads directory. The module may be hard to find if you don’t tell the application where to extract the files to.
2. Remember once you have extracted the files, click the **story.html** to start the module.
3. There are other methods used to extract ZIP files. If you still need assistance go to YouTube and searc for **Unzipping a Zip File** to find a good video on this subject.