## HOW TO DOWNLOAD A ZIP FILE

Step 1: Select the English Social Media Graphics (Zip File) link.



Step 2: The download process will automatically start. Most computers automatically save download files from an internet browser to your PC's downloads folder. If it does not, see note below.

Note: Some computers may ask where you would like to save the file. Select your preferred option. Suggestion: Pictures of Downloads. Select SAVE when done.

Cesktop		
Documents		
🕹 Downloads		
) Music	•	
E Pictures		
Videos		
Local Disk (C:)		
Network		
- HELMOIR		
	•	
File name: MHD	)-2022-Social-Media-Graphics-New	
Save as type: Comp	ressed (zipped) Folder	
		Save Cancel

As a confirmation, you may see the downloaded zip file in the footer of your internet browser.



Step 3: Find the downloaded zip file on your computer. If you see the downloaded file at the bottom of your internet browser window, select the arrow next to the file name. Select OPEN to view the extracted file on your computer.

	Open Always open files of this type
	Show in folder
	Cancel
MHDO-2022-Sociazip	~

Step 4: Once you have located the zip file titled "MHDO 2022 Social media Graphics – New". Select the EXTRACT ALL button at the top right of the file manager screen.

^	Name	Туре	
	HDO 2022 Social Media Graphics-New	File folder	
			-
E	tract		

Step 5: Select the BROWSE button to select a file location for the extracted files.



Step 6: Select your preferred file location for the extracted files. Suggestion: Pictures or Downloads. Select "SELECT FOLDER" when done.

- → × ↑ 🔸 > This PC > Downloads		5 V		ownloads
Organize 👻 New folder				== -
Documents	^	Name		
E Pictures		✓ Last month (1)	I)	
💻 This PC		MaxxAudioP	ro	
🧊 3D Objects				
🧾 Desktop				
🗄 Documents				
🕹 Downloads				
h Music				
E Pictures				
🗃 Videos				
🏪 Local Disk (C:)				
A Network	~	<		
Folder: Downloads				
			Salact Folder	Cancel

Step 7: Select EXTRACT when done.

Files will be extracted to this folder:	
C:\Users\BrandiJ\Downloads	Browse
Show extracted files when complete	
	Extract Cancel

Step 8: In the location you saved the extracted files, you should now see a file folder labeled "MHDO-2022 Social Media Graphics-New without the zipper on the folder icon.

Double-click the folder to view the contents.



Step 9: You now have access to view all of the graphics available in the MHDO social media kit. Doubleclick on each file folder to view the individual graphics.

	0/6/2022 3.17 PW	File folder
Cover Photos	9/6/2022 3:17 PM	Filefolder
FB & IG Square	9/6/2022 3:17 PM	File folder
FB & IG Story	9/6/2022 3:17 PM	File folder
].DS_Store	9/6/2022 3:17 PM	DS_STORE

If you still have questions or need assistance with this process, please contact the WMU of Texas office at (214) 828-5150 or by email at <u>wmutx@texasbaptists.org</u>.