

How to download exercise files

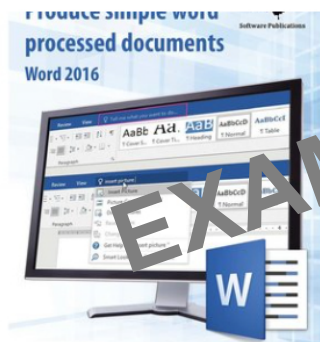
These instructions are written using Windows defaults. If you are familiar with another browser, you can use it if you prefer.

1. Open Microsoft Edge.
2. Type: **www.softwarepublications.com.au** and press Enter.

3. Click on the Search box

4. Type the ISBN number **including all dashes** from the cover of this book, for example

5. Press Enter. The search results will display.



BSBITU201 Produce simple word processed documents (Word 2016)
ISBN:978-1-925291-17-9 Unit code:BSBITU201 Author:Software Publications writing team Pages:210 ...

6. Click on the book in the results list. If you see more than one book, click on the first one. Details about the book will display.
7. Check that the title of the book matches the book in front of you.

8. Scroll down and click on

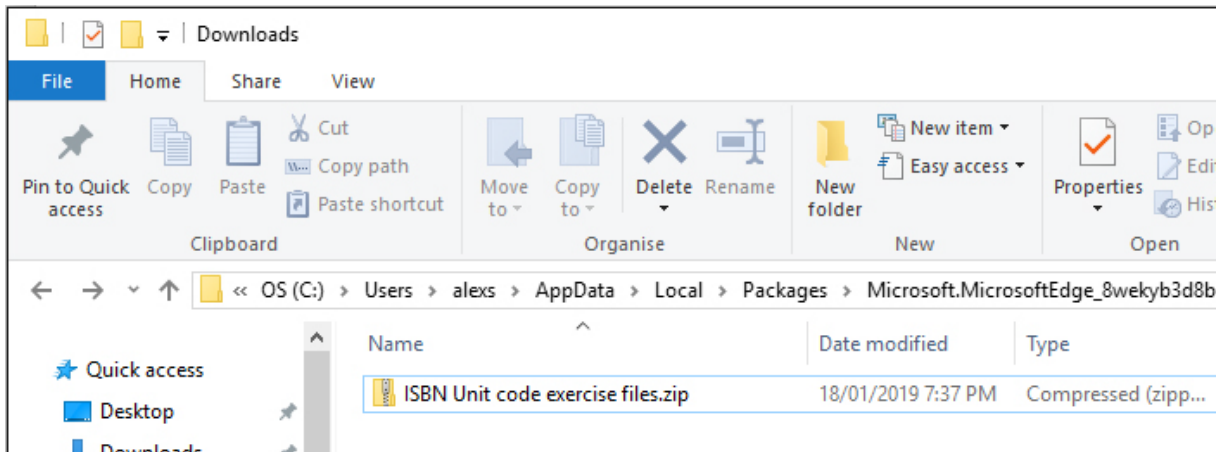
EXERCISE FILES

You will see a box appear on the bottom of your screen like this:

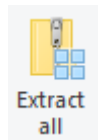
What do you want to do with
ISBN Unit code exercise files.zip

Open Save ^ Cancel X

9. Click on **Open**. A window will open displaying the downloaded folder.



10. Select the downloaded file **ISBN Unit code exercise files.zip**.



11. Click on the Extract All button.

12. The Extract Compressed (Zipped) Folders dialog box will display.

Select a Destination and Extract Files

Files will be extracted to this folder:

Show extracted files when complete

13. Click on **Browse...**. The Select a destination dialog box will display.

14. Select a destination for your files to be saved at (e.g. a USB drive).

15. Record the location so you can find it later. This will be your working folder.

16. Click on **Select Folder** at the bottom of the dialog box.

17. Check **Show extracted files when complete** has a tick in the check box.

18. Click on **Extract**. The files will extract and the folder containing the files will open.

19. Check that you have all the files as listed in your workbook.

20. Close all File Explorer windows.