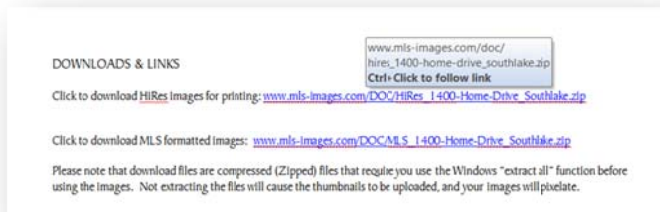


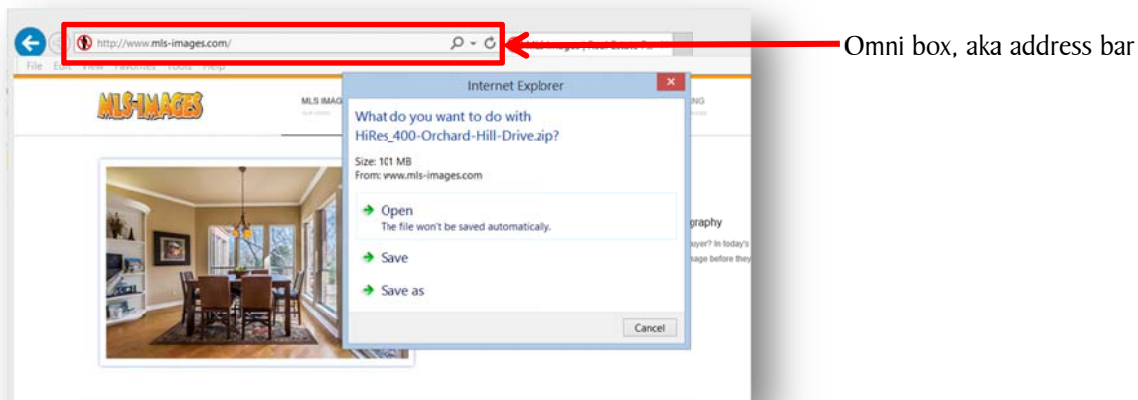
Downloading and Extracting Files

For the purposed of this tutorial we are using Internet explorer, on a windows 8 platform.

I. Click the link in the email we send you.

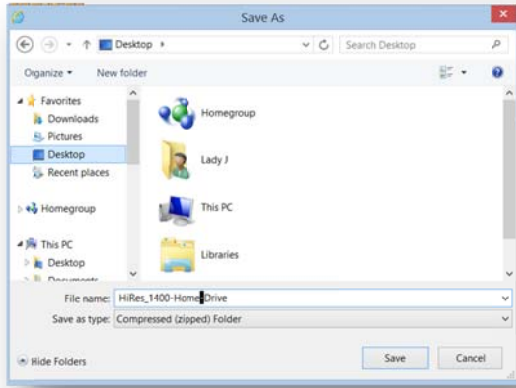


- If you get an error or the hyperlink doesn't not launch a save file prompt, click and drag the mouse to highlight the hyperlink then press the Control and "c" keys at the same time to copy (Or right click and choose copy) it to your buffer.
- Launch your browser and press the Control and "v" keys at the same time paste the in to the Omni bar (a.k.a address bar), if you are using Internet explorer you will be prompted if you want to save or open the file, choose "Save As".



- The "Save As" option gives you the opportunity to save the file to a location of your preference, such as your Desktop or Documents folder. Choose a directory that you know how to get too easily! We are saving this file to the desktop.

2. Open File Explorer, and then navigate to the compressed folder.



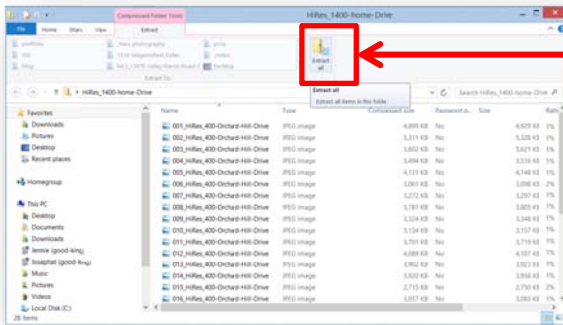
Note for older versions of Windows:

- To open My Computer, click **Start**, and then click **My Computer**.
- Navigate and identify compressed folders by the distinctive zipper on the folder icon.



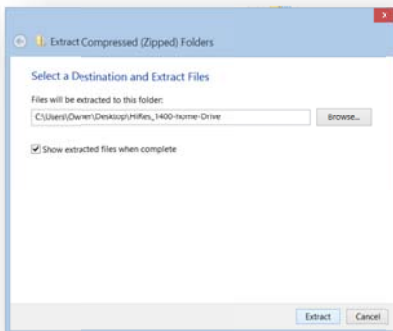
Or look for it on your desktop, it will have the distinctive zipper on the folder icon.

3. There are two quick ways to extract the file 1. Right click the folder and choose "Extract all from the menu or 2. double click the to open the folder.



Click to launch the extract dialog box

To extract all files or folders, right-click the compressed folder, and then click **Extract All**. In the Compressed (zipped) Folders Extraction Wizard, prompt you where you want to store the extracted files. Save the extracted file in a location that you know how to get to and makes sense.



Your files are now ready to be uploaded into NTREIS MLS!