These instructions were created using Windows 10 and Google Chrome; they require the use of a mouse.

1. Locate the book you want to download and click the link below the book description that says "Download…". A download progress bar should appear at the bottom of your internet window.

2. When the download is complete, go to the documents page of your computer. You can get to your documents by using your keyboard to press and hold the Windows key and then, while holding that key, press the "E" key; then let go of both buttons. This should open a documents window.
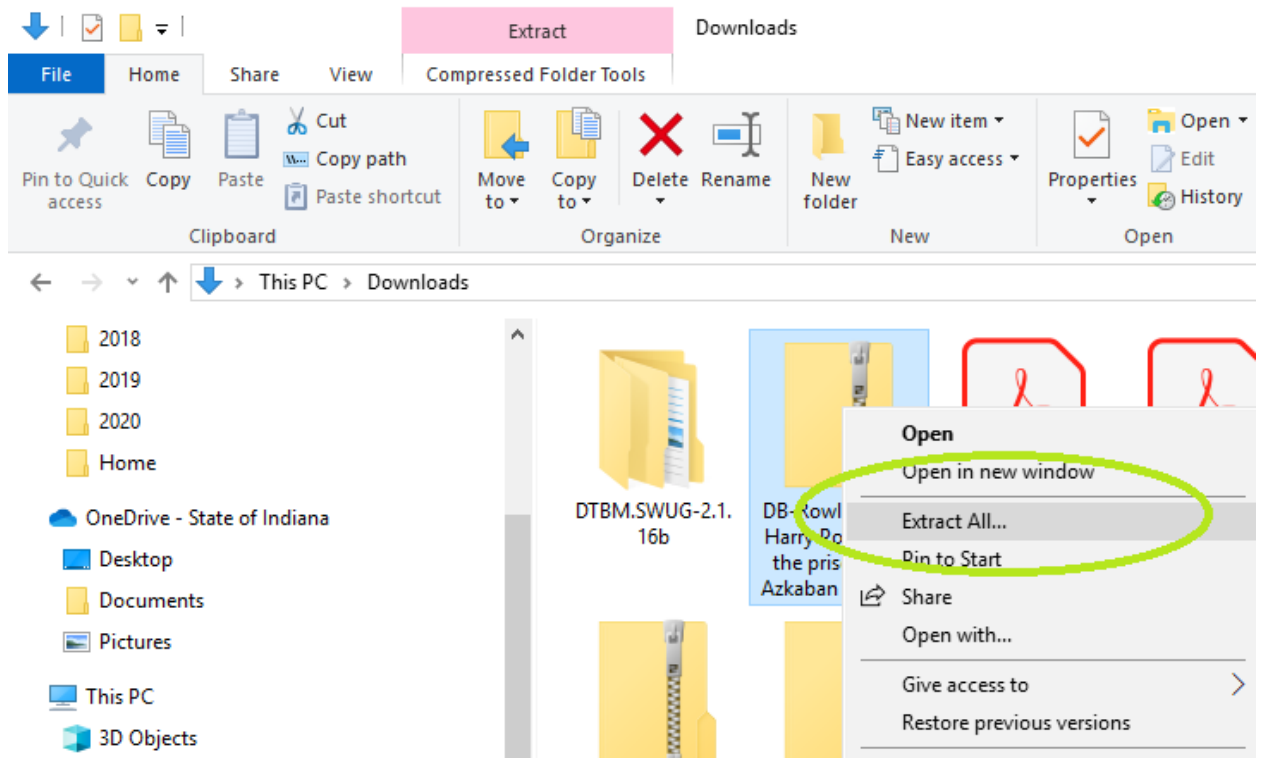
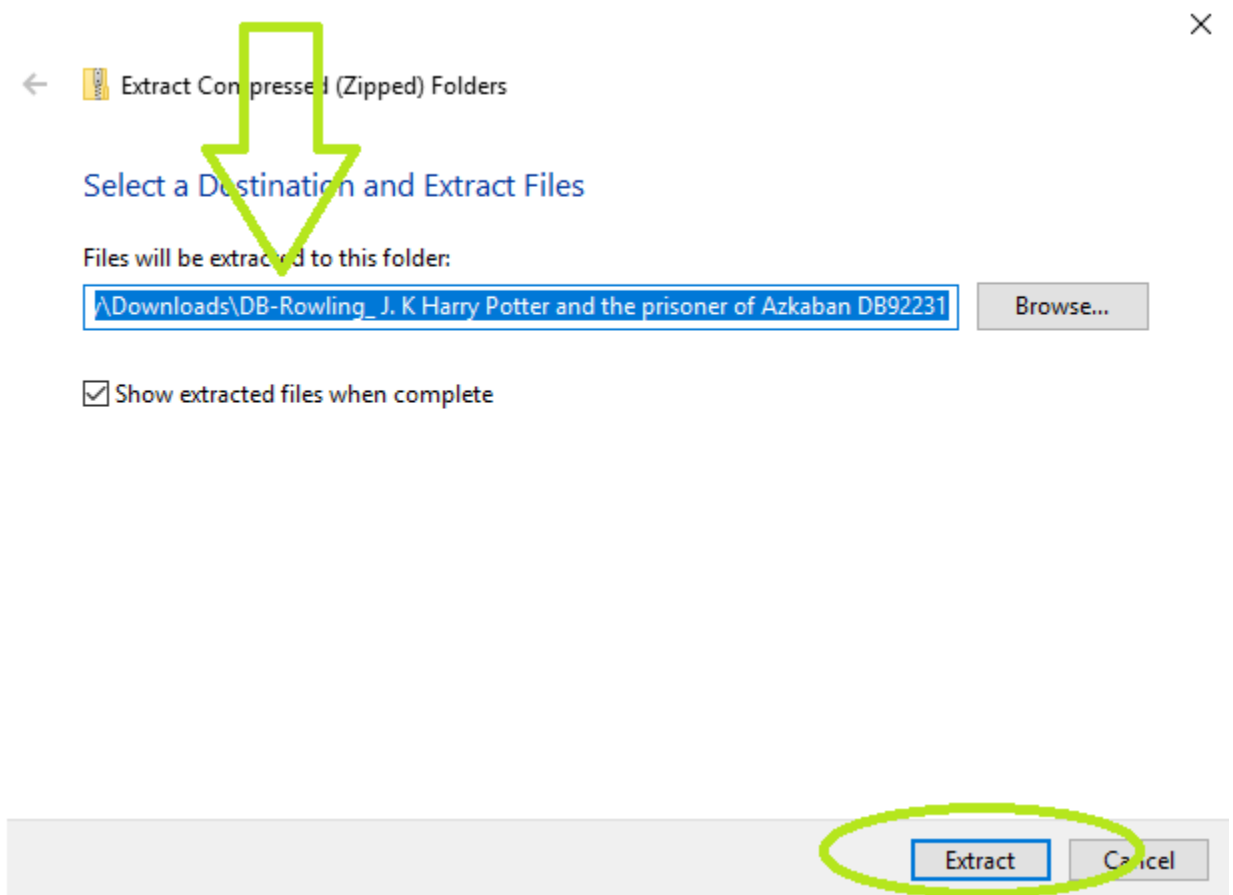3. In the new window, find and select downloads from the left side menu.
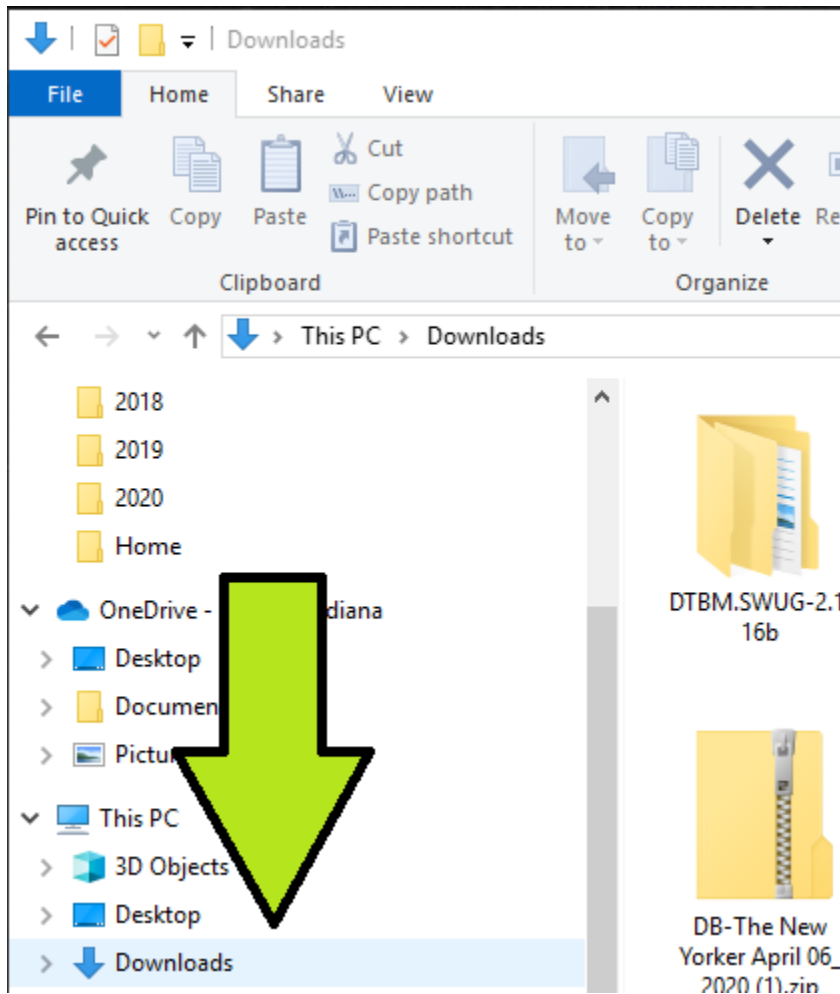
4. All of your downloaded files should now be located on the right hand side of the documents window. Locate the book you have just downloaded. It will have a yellow, zipped folder as the icon.
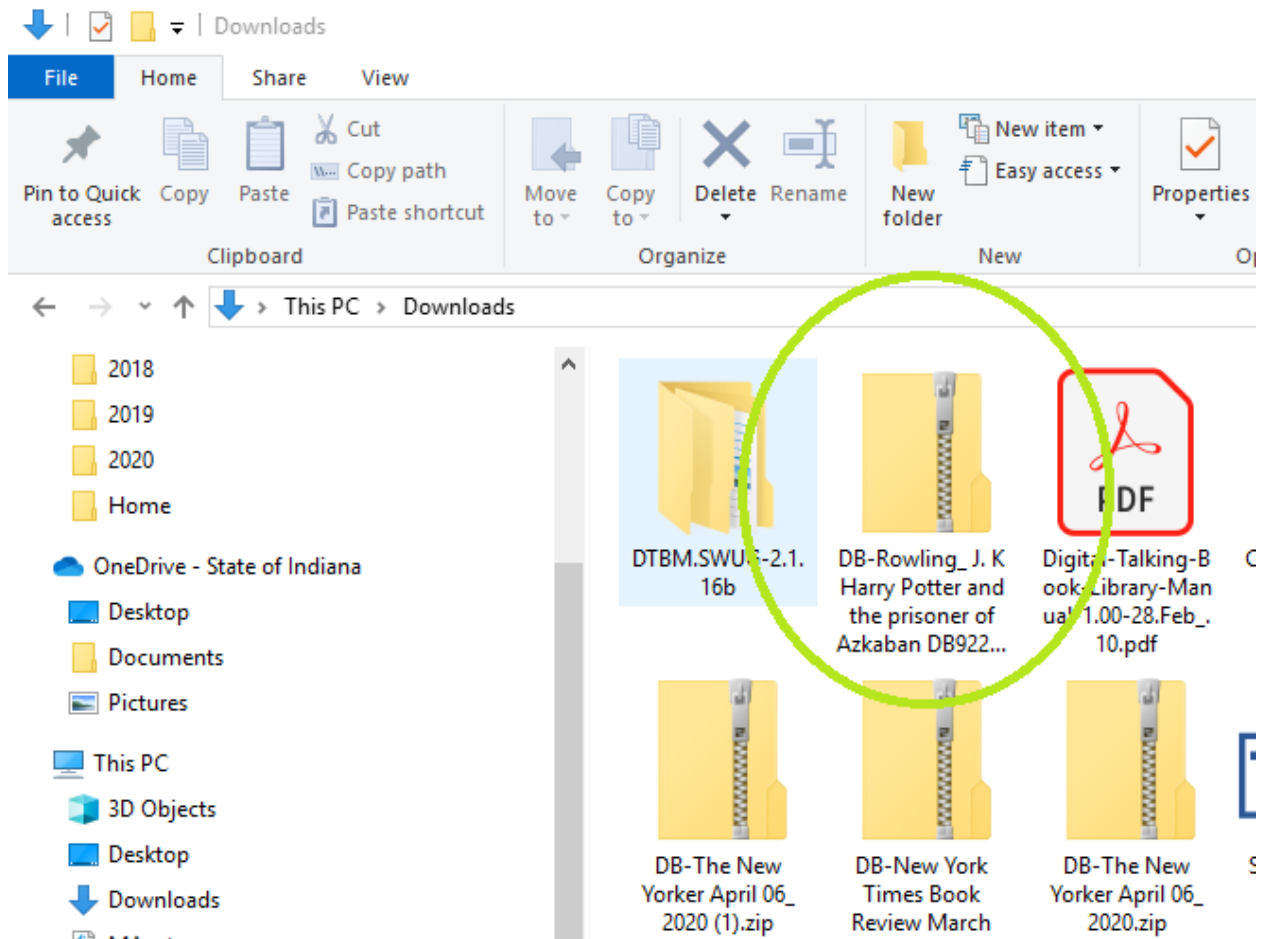
# 5. Right click on the file and chose "extract all…"

6. A window will pop up confirming that you are extracting files. In this window you can select where you want your new folder to go (in my example they will stay in my download folder). You can use the browse button to put them somewhere else, such as your desktop. When you are ready, click "extract" at the bottom right.

← 📁 Extract Compressed (Zipped) Folders

Select a Destination and Extract Files

Files will be extracted to this folder:

\Downloads\DB-Rowling_ J. K Harry Potter and the prisoner of Azkaban DB92231 | Browse...

☑ Show extracted files when complete

Extract Cancel

7. A new window listing all of the extracted files will then come up. You can close this window.
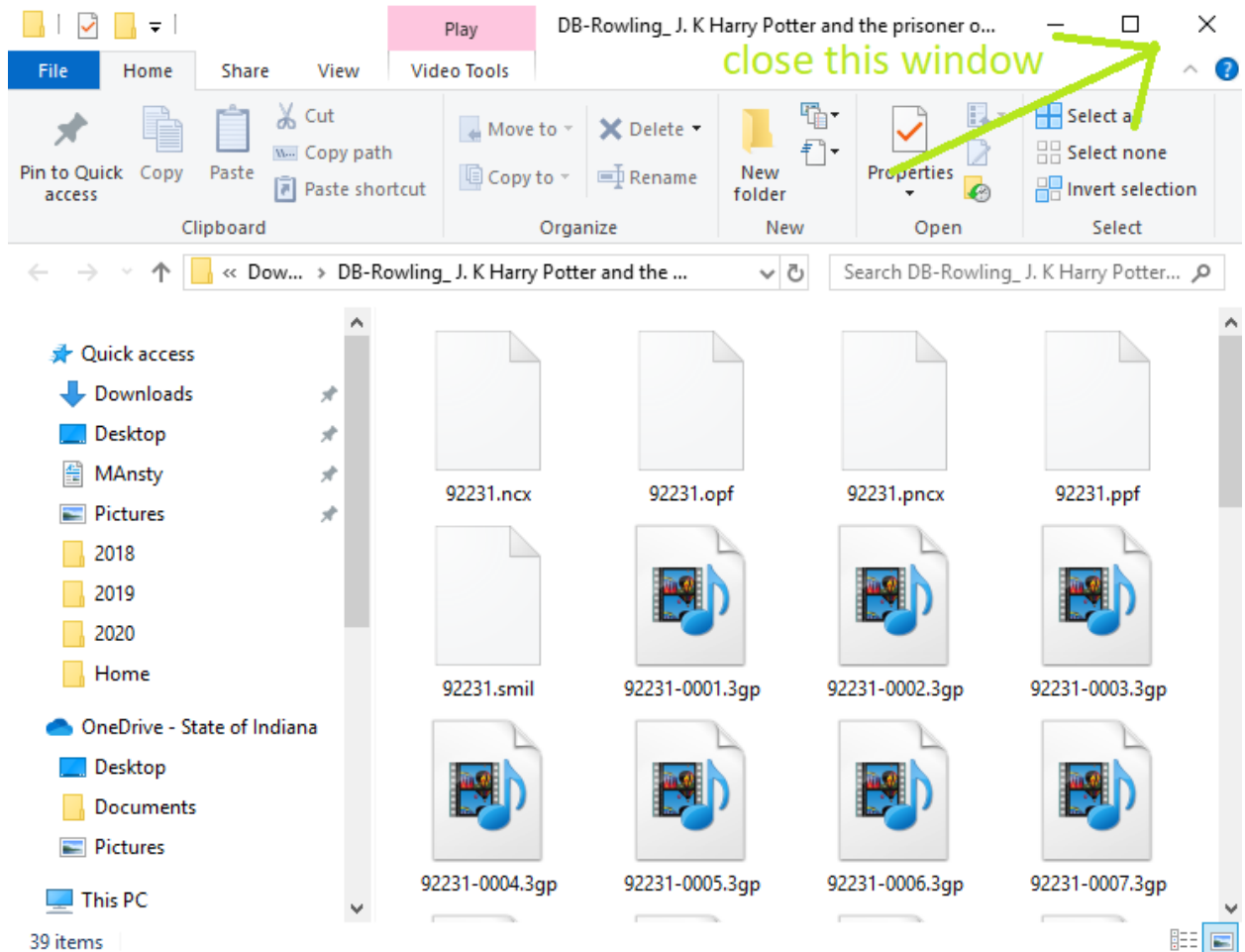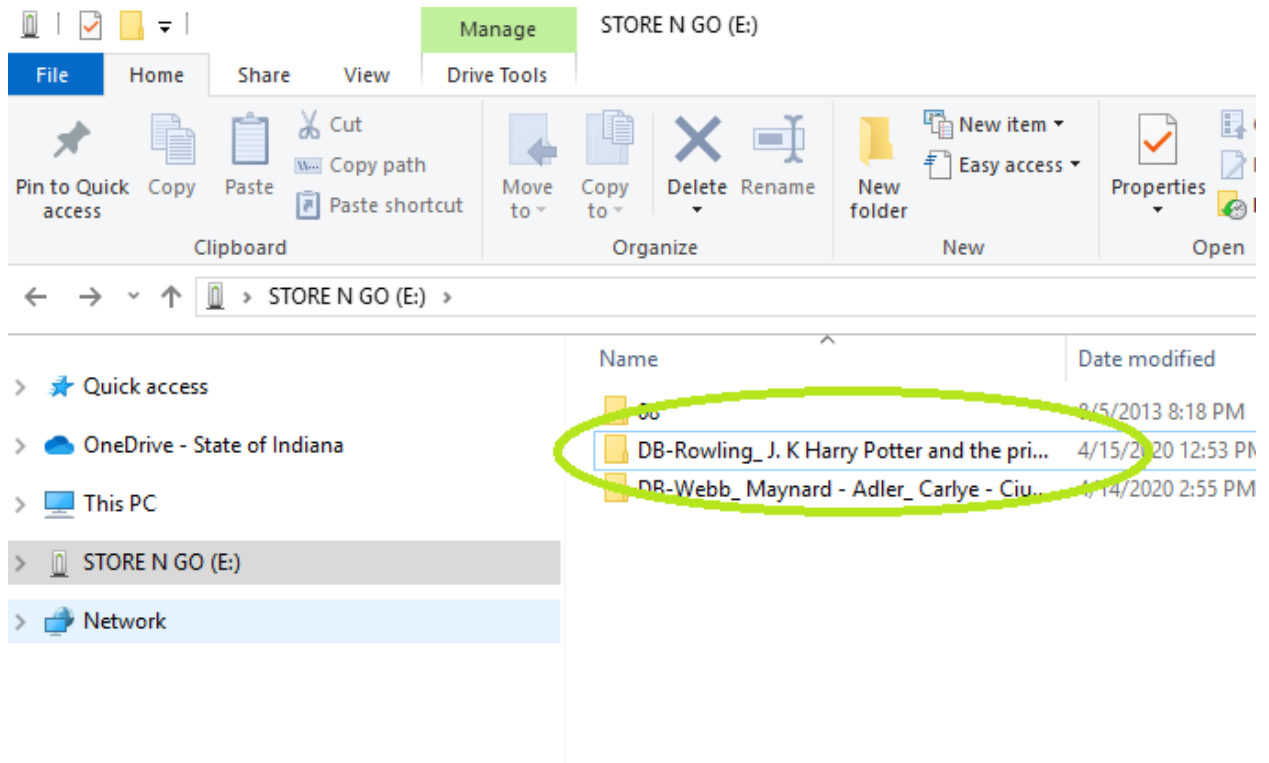
8. Next, locate your flash drive from the left menu and your new folder with your unzipped book files on the
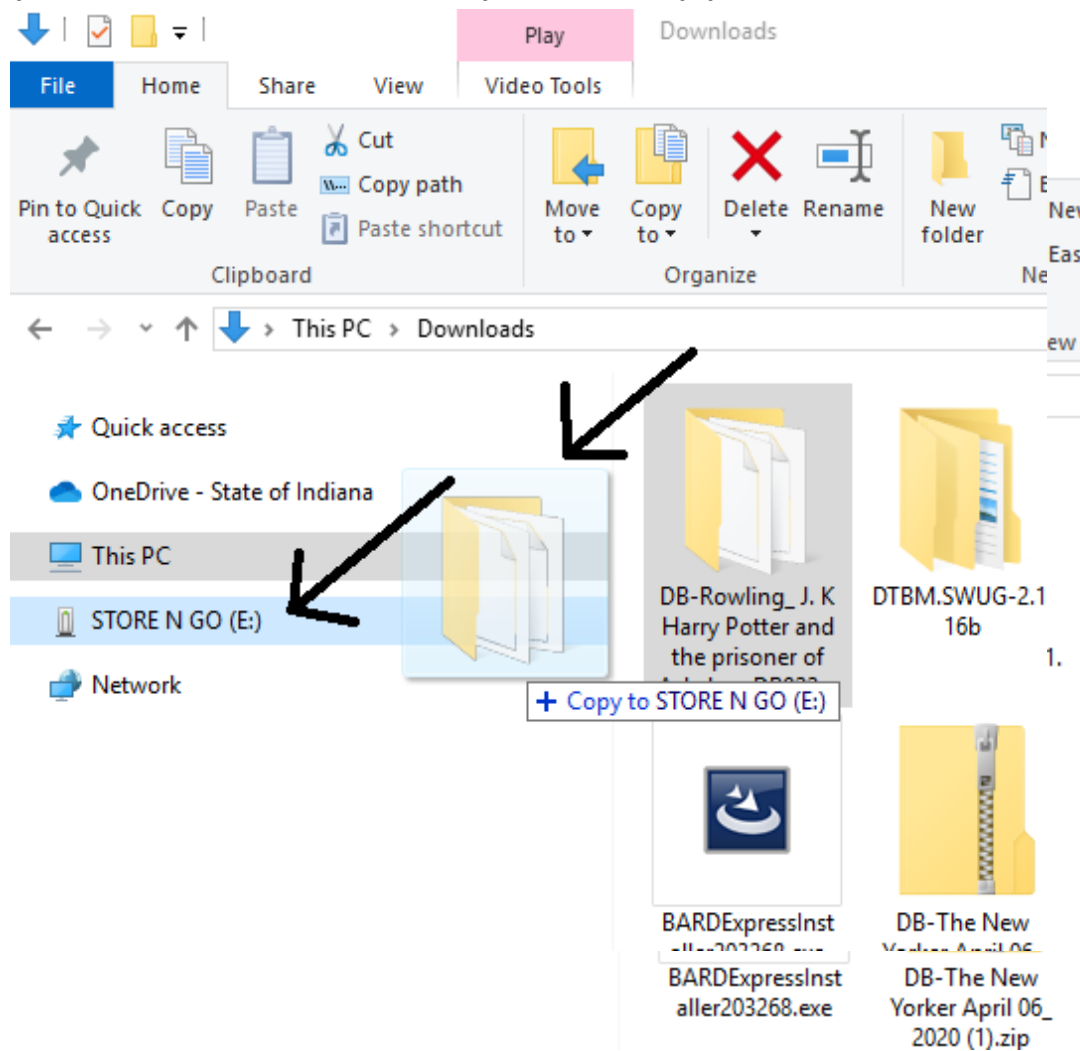
right.

9. Click on the book folder and drag it to your flash drive.

10. Let go and a box should pop up showing the files are being transferred. When it is finished, you can click on your flash drive. It should then display your book as one of the files on it.

11. Right click on your flash drive and click "eject". You can now take your flash drive and insert it into the side of your talking book player to listen to your book.