

# How to Download a Zipped File

A ZIP file is a container for other files. ZIP files compress their contents, which helps to reduce downloading time. In order to use the files in the folder, you must extract them first. This document provides the steps to do so.

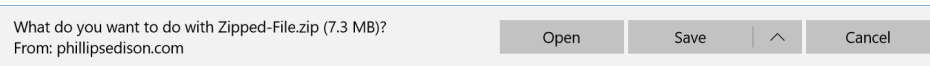
1. Open your internet browser and go to:  
<https://www.phillipsedison.com/covid-19-resources/re-opening/toolkit>



2. Click 'DOWNLOAD TOOLKIT'

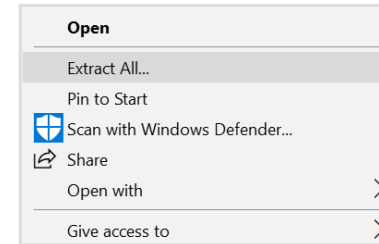


3. Depending on the internet browser you are using, a pop-up window should open at the bottom of the screen asking you what you would like to do with the file.

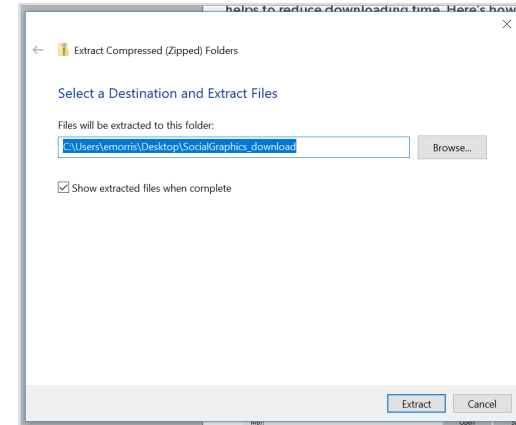


4. Click ^ and select 'Save As.' Select your desktop as the location.

5. After the file is saved to your desktop, find the folder and right click on it. Choose 'Extract All.'



6. A new window will pop up asking you to select a destination. It should be defaulted to your desktop. Click 'Extract.'



7. Now there should be a new folder on your desktop with the same name as the 'zipped' version. You may now open the folder and use the files in it as needed.