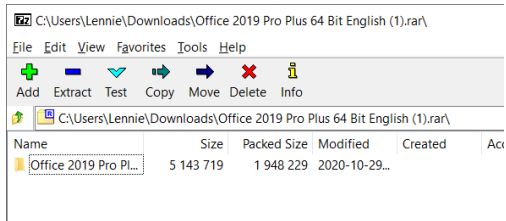
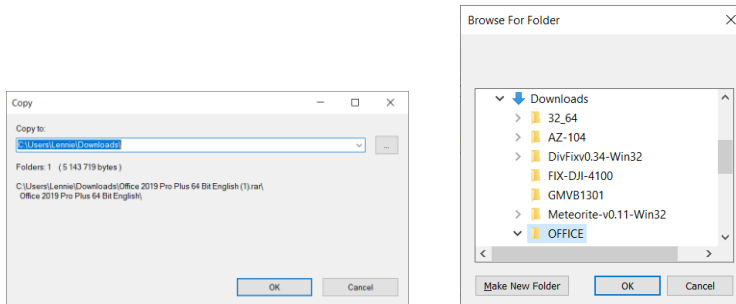


Extracting/Decompressing a RAR file

- Download the RAR file to your **Downloads** folder
- Create a new empty folder with a relevant name (**OFFICE**) in the **Downloads** folder
- Double-click the RAR file and when the **7zip** or **WinZip** app opens click on the file showing and chose **“Extract”** from the menu above



- The next box that appears shows you that it will extract to the same **Downloads** folder, click the 3 dots to the right of this box (...) and chose the new folder that you created. (mine is called **OFFICE**)



- Click **“OK”** and **“OK”** again the extraction will complete after a few seconds.
- Close the **7zip** or **WinZip** application
- Navigate to the created folder and your files should now be available within it.