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**)

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- 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.