# FamilySearch Indexing: Instructions on Using the Download Version

Download Version

The download version consists of several HTML pages, a PDF handout, and a Windows .exe demo. The files are included in a WinZip file. To download the files:

1. Click the link for the files.
2. On the WinZip Self-Extractor window, click **Unzip**.
3. On the files unzipped successfully message, click **OK**.
4. Click **Close**. The files are copied to the desktop on your computer in a folder. For the indexing lesson, the folder is **Indexing Lesson**. For the arbitration lesson, the folder is **Arbitration Lesson**.
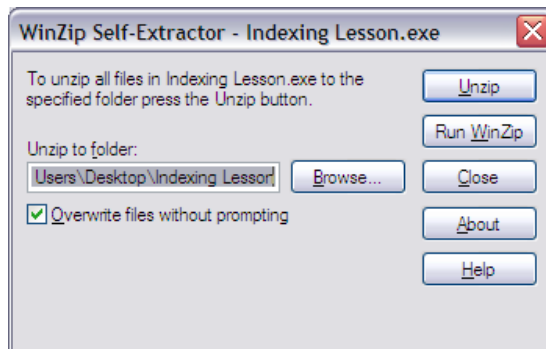
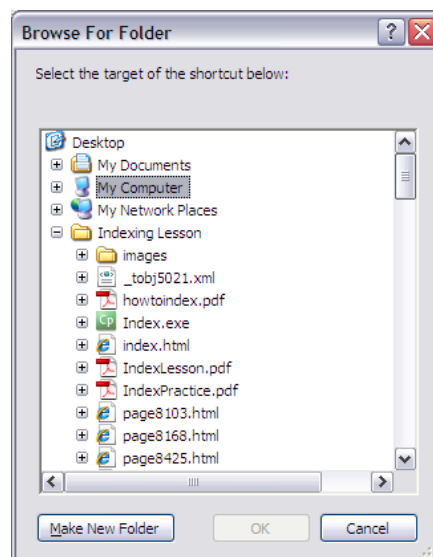## How to Copy to Another Computer or a Flash Drive

If you need to copy the files to a flash drive or another computer:

1. Insert your flash drive and select to view files.
2. Click and drag the lesson folder onto the window with the files listed on your flash drive.
3. You can then copy the files to another computer from your flash drive.

How to Create a Shortcut to the Lesson

To create a shortcut to the lesson:

1. Right-click on the desktop, and select **New**, and then **Shortcut**.
2. Click **Browse**.
3. On the Browse for Folder screen, click the lesson folder to open it, and then click **index.html**. Then click **OK**.
4. Click **Next**.
5. Type a name for this shortcut, and click **Finish**. The shortcut will appear on your desktop.

Start the Training

To start the training, click the shortcut you created or double-click the lesson folder, and then click **index.html**.

The links to the handout and demo downloaded to your computer should work. Links to Web pages will not work unless you are connected to the Internet.
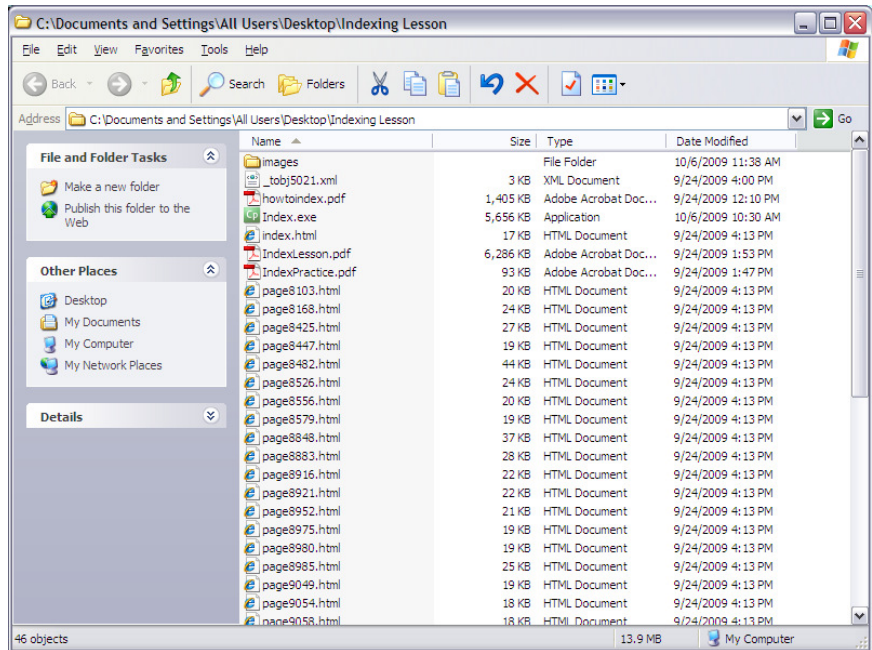
Survey

After you have given your training using the download version, please fill out a survey about your class. To fill out the survey:

1. Make sure you are connected to the Internet.
2. Reopen the training, and go to the survey page at the end of the lesson.
3. Click **Begin Survey**.
4. On the Web survey page, fill in the information requested.
5. You can close the training presentation.