

Instructions for Downloading and Installing Company Files

Instructions for downloading and installing company files are provided on Pages 1-5 to 1-7 in the textbook. Those instructions are specific to Internet Explorer. If you do not have access to Internet Explorer, or prefer to use a different browser, the following generic instructions can be used to download and install company files.

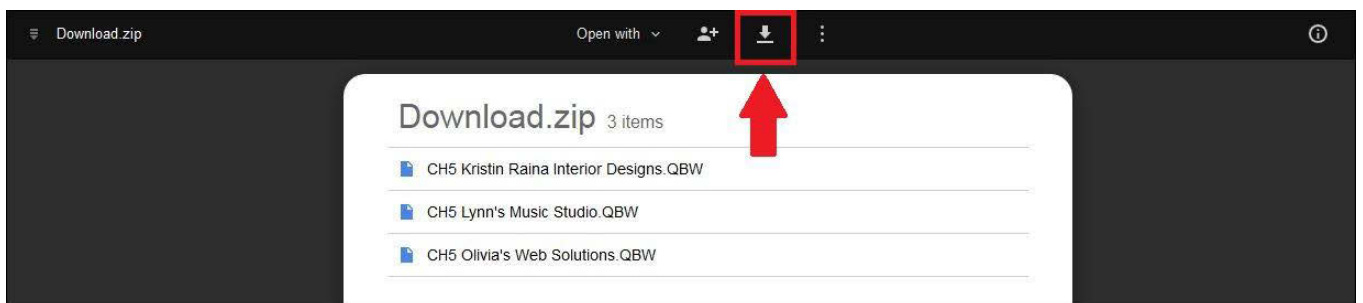
1. In the Student eResources ebook, click on the link to the company files you wish to download:

Student (Company) Files

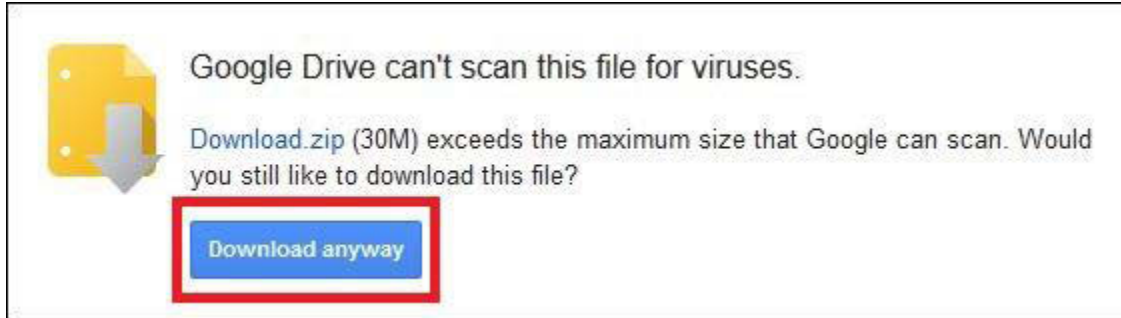
Download company files for all chapters or for individual chapters by clicking the appropriate link below:

- [All Company Files](#)
- [Chapter 1 Company Files](#)
- [Chapter 2 Company Files](#)
- [Chapter 3 Company Files](#)
- [Chapter 4 Company Files](#)
- [Chapter 5 Company Files](#)
- Chapter 6: no files
- Chapter 7: no files
- [Chapter 8 Company Files](#)
- [Chapter 9 Company Files](#)
- [Chapter 10 Company Files](#)
- [Chapter 11 Company Files](#)
- [Chapter 12 Company Files](#)
- [Appendices Company Files](#)

2. Once you have clicked on one of the links, you will be redirected to Google Drive to download the files. When the webpage has finished loading, click on the Download arrow to begin the file download:



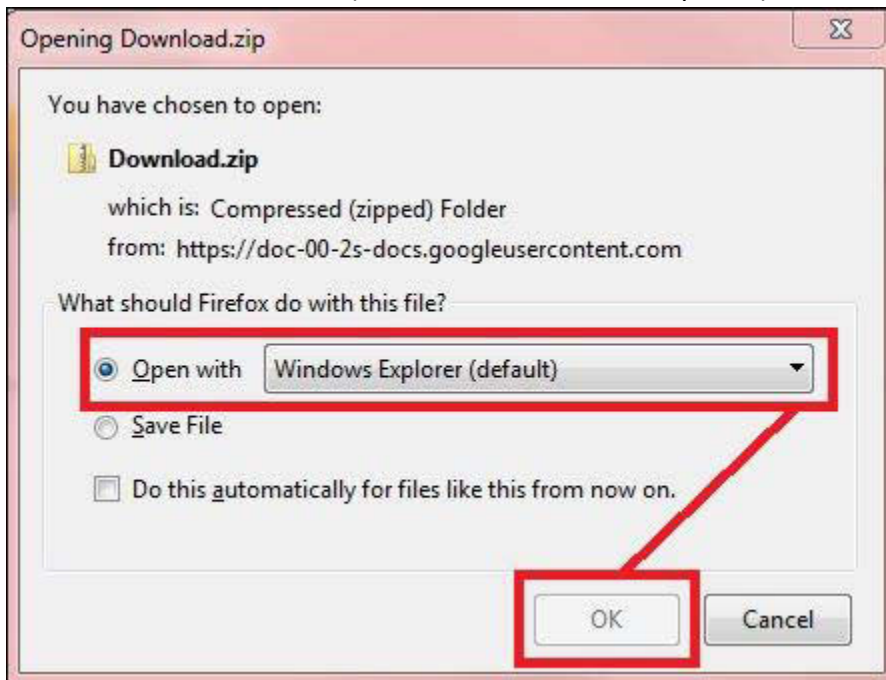
Even if you see the message *Google Drive can't scan this file for viruses*, click on the Download button:



3. If you are using Internet Explorer, you will see a bar appear along the bottom of your screen. Once the download is complete, click the Open button to open the downloaded file or folder



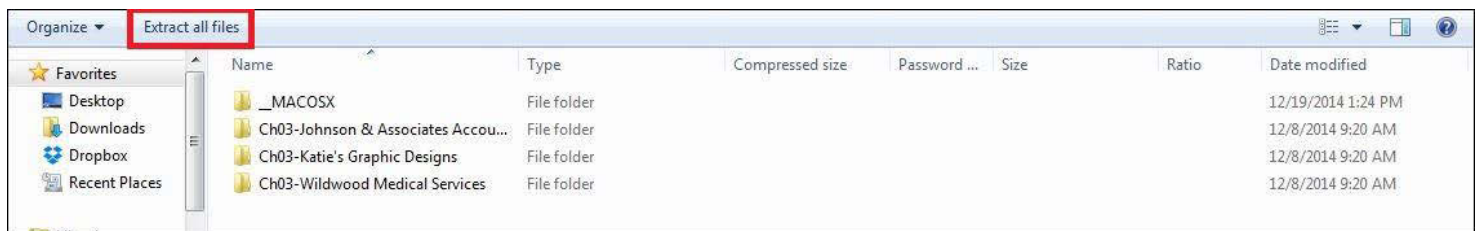
If you are using Firefox, a dialog box will open once you initiate the download. Ensure that *Open with* is selected and that the *Windows Explorer* program is selected, then click on the OK button once it becomes available (when the download completes):



If you are using Google Chrome, a bar will appear along the bottom of your screen with a rectangle containing the file name. Click on the file name to open the file once the download has finished:



4. When your web browser has completed downloading a file it will open in a new window. You will need to extract the files to be able to access them. To extract the files, click on the Extract all files button:



The files are usually extracted to a default location on your computer, which is customarily the Downloads folder. If you would like to change the default location, click on the Browse button to specify another location (we recommend extracting them to your Desktop as they will be easier to locate afterwards). Once you have selected the desired location, click on the Extract button:

