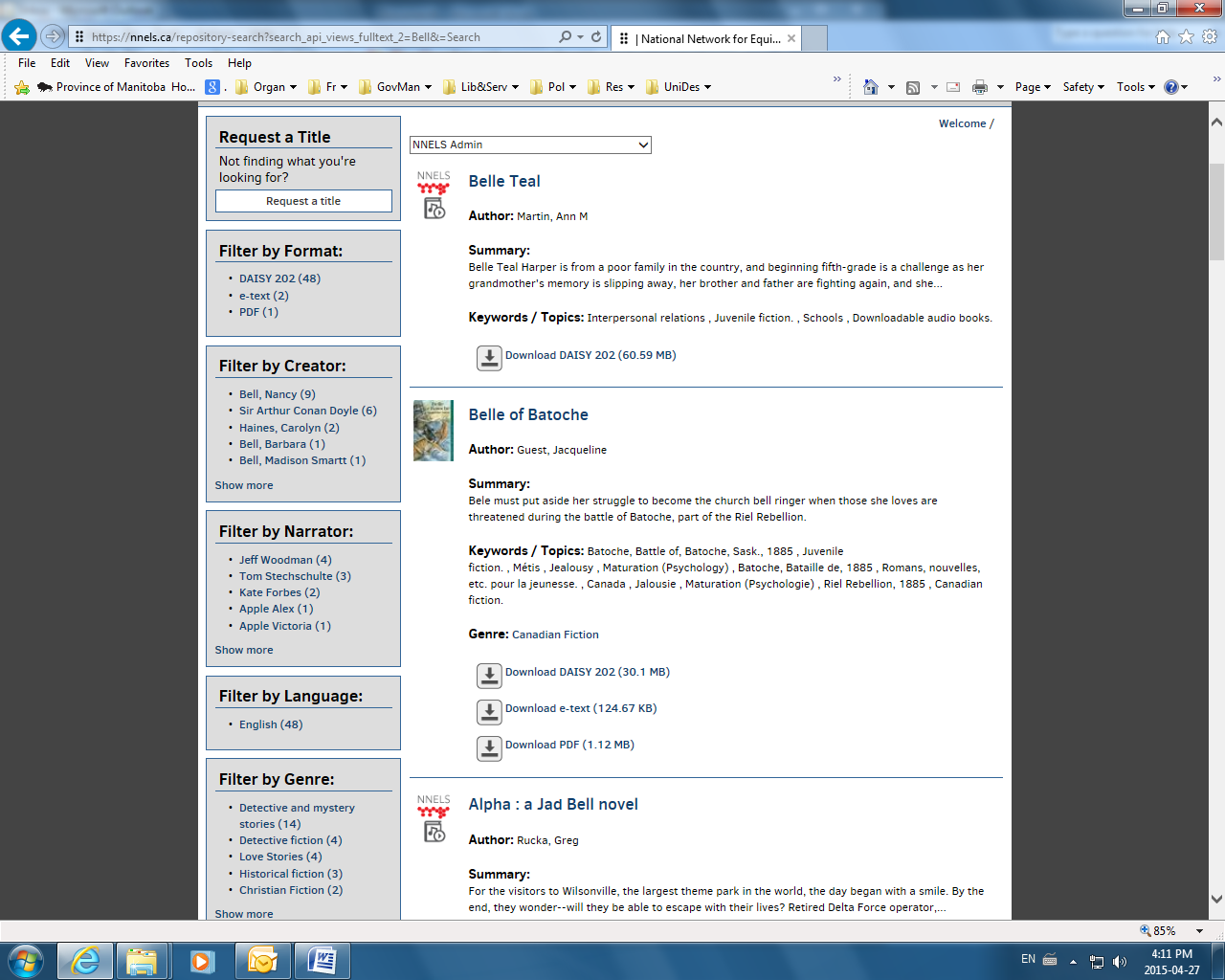
DAISY FILES

This is an overview of how to download and unzip DAISY folders. The tutorial will also indicate the kinds of files you will find in an unzipped DAISY folder, and how they can be used. Not all DAISY Folders are the same. The contents of a DAISY folder will depend on how old the folder is or where it was produced. The files found in some unzipped folders will differ from the ones indicated in this tutorial.

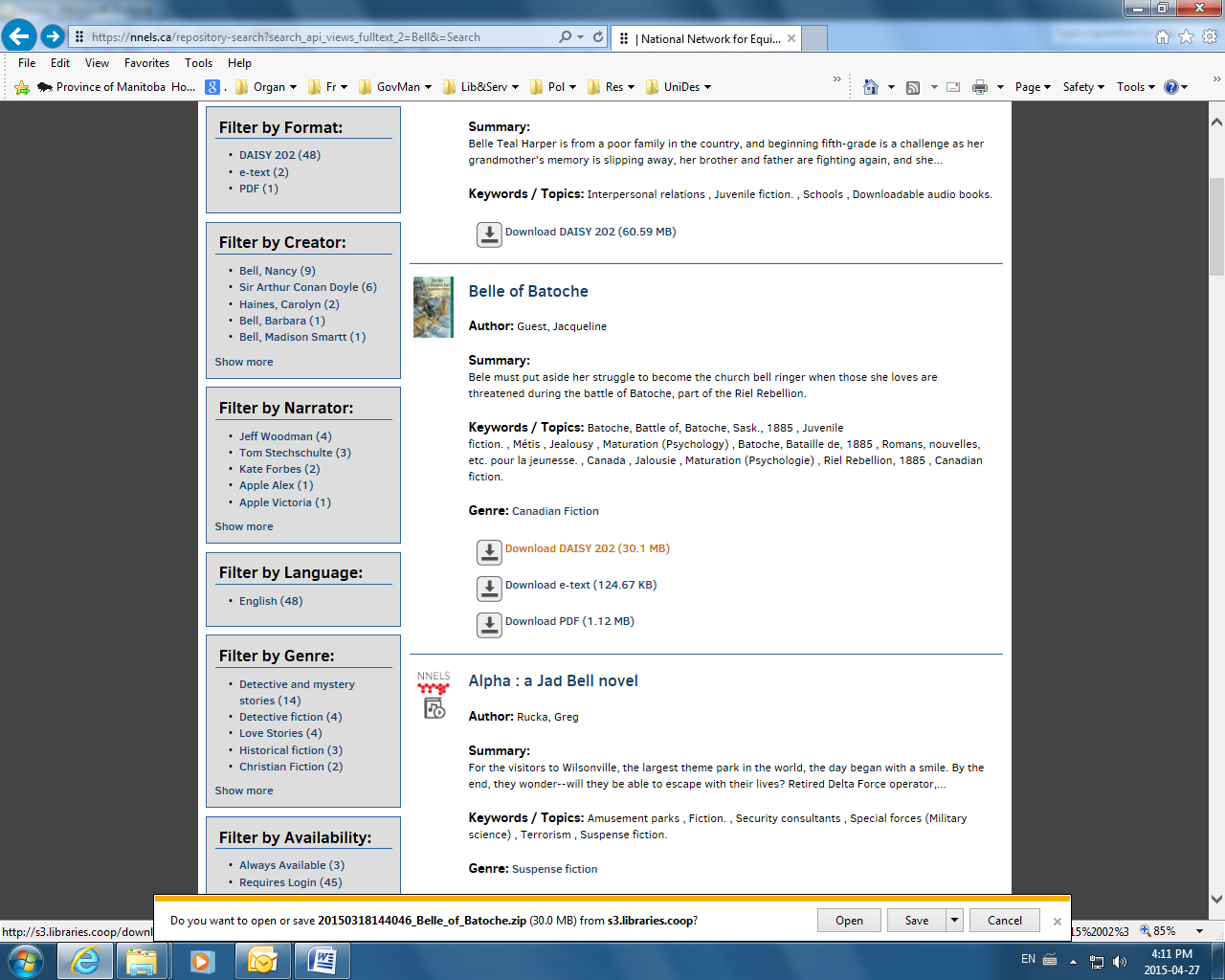
# Downloading



You can download the DAISY file by clicking on the **Download DAISY 202** link.

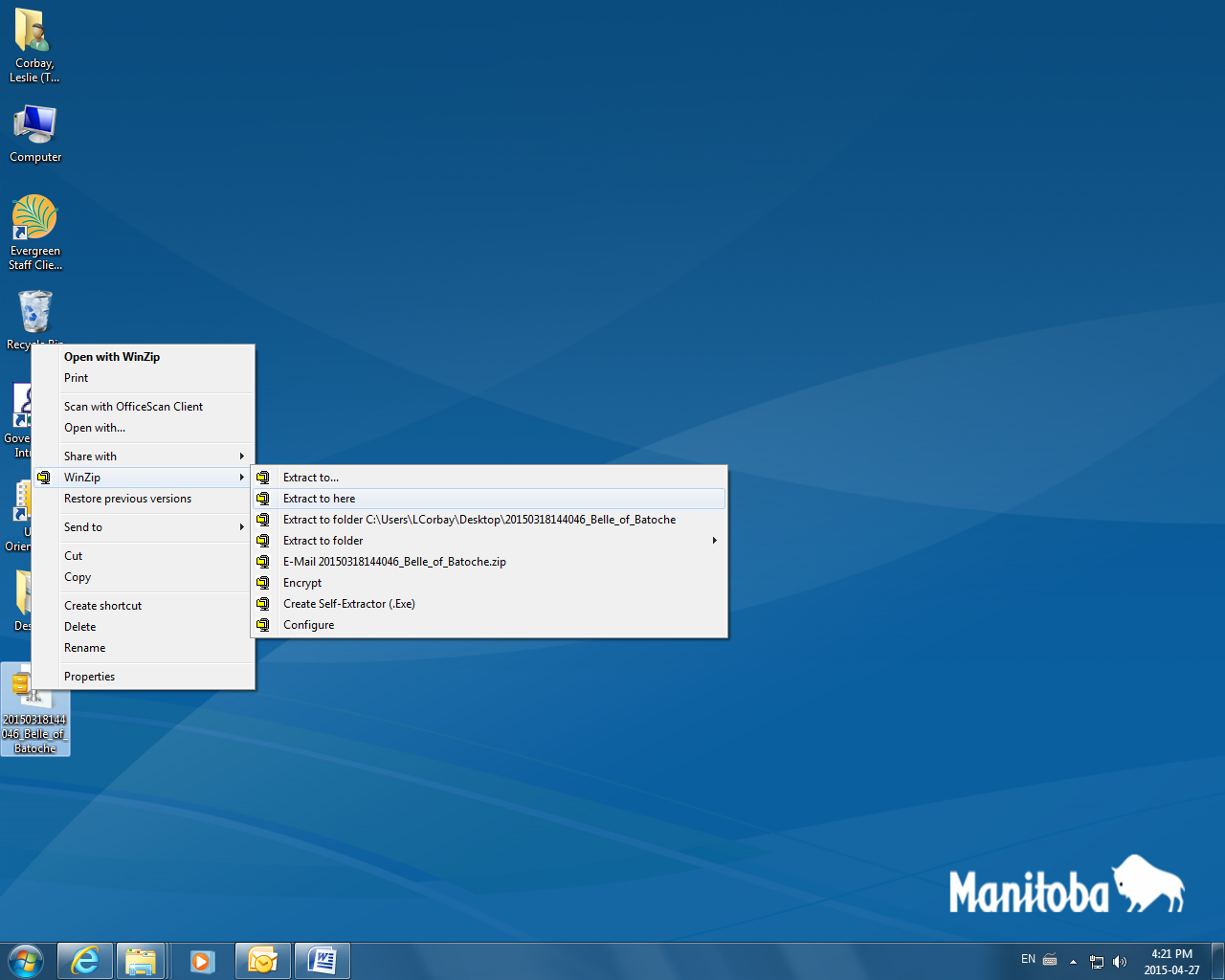
# Saving

If you are using a Windows computer, on the bottom of your screen you will be prompted to **Save** the file to your computer. I recommend saving it to your **Desktop** for ease of finding the file, then moving it to another location as needed.



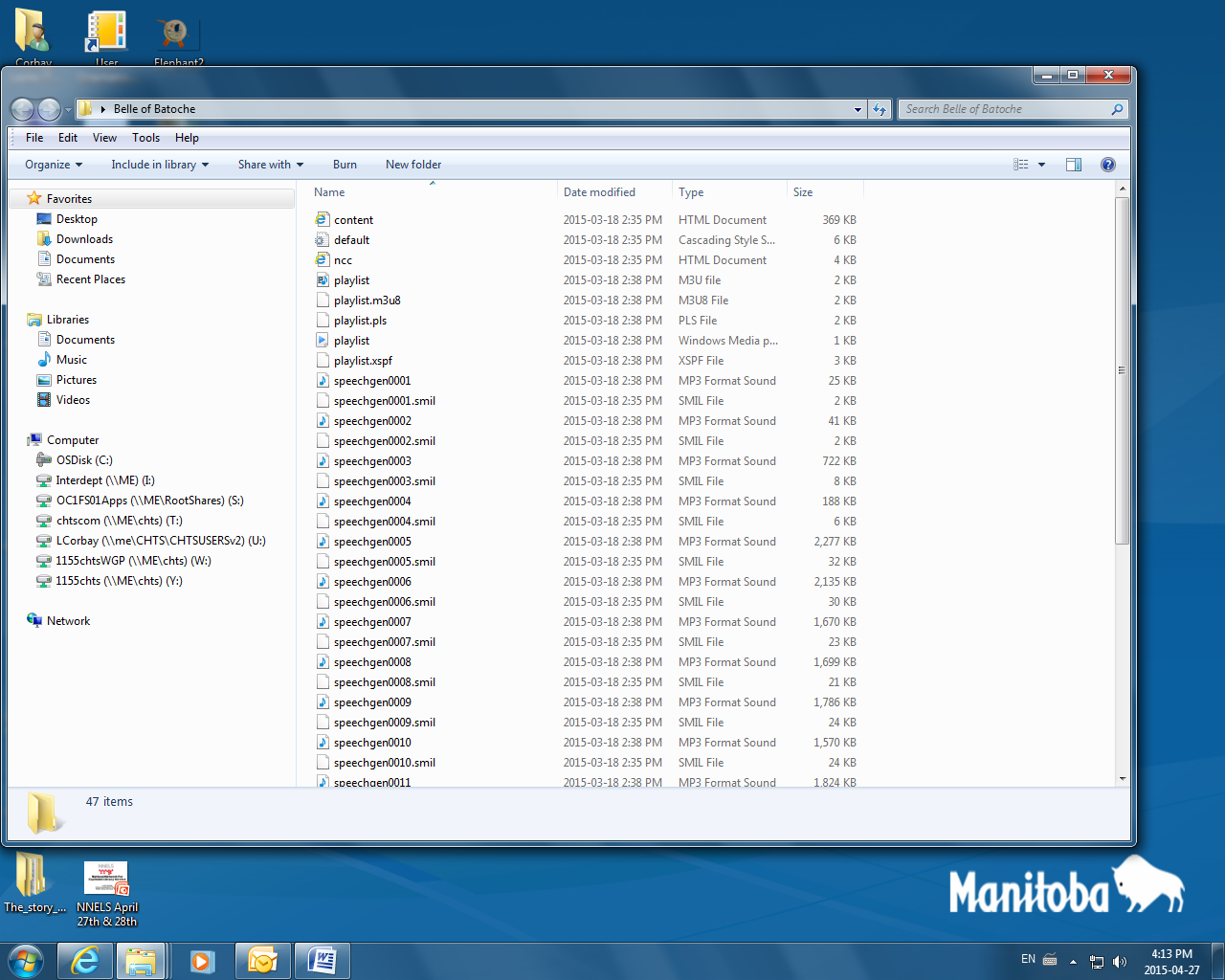
# Unzipping the DAISY file

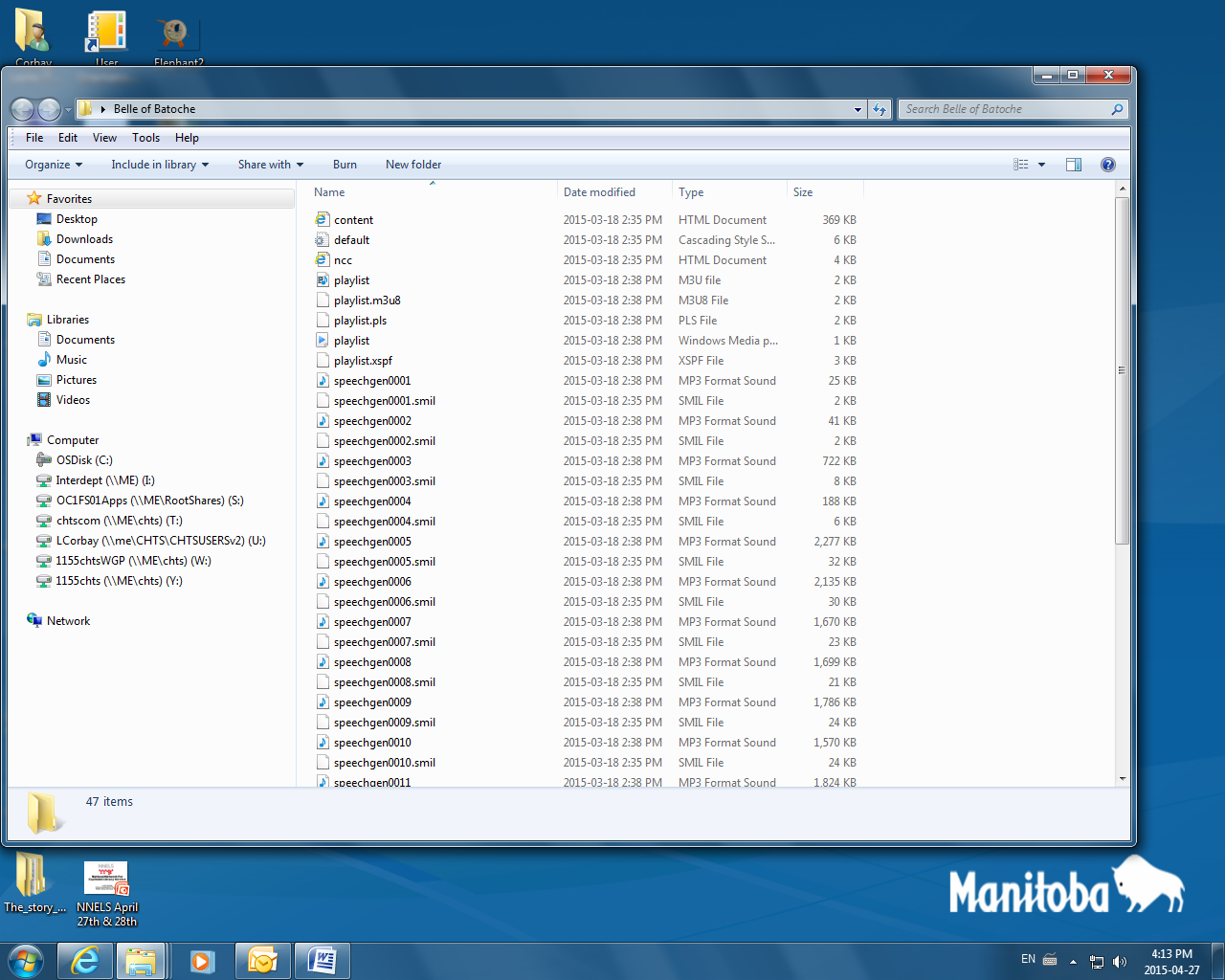
To unzip a DAISY file you will need to right click on the file. You will then need to click **WinZip** then select **Extract to Here**. Another folder will appear on your desktop. This folder will be the unzipped DAISY folder.



# Contents of a DAISY Folder

The contents of the DAISY folder will look like this. Taken together, these files can be used by several devices or with different apps to support the reading of a wide range of persons with perceptual disabilities.





If an e-text version of the document is not available, patrons can read the book using the **Content** file.

Some patrons will want to listen to a book an .mp3 player. The .mp3s can be copied from the **DAISY folder** and pasted into a new folder then transferred onto an .mp3 player (or played with the computer’s built-in computer program).