

How to: Extract the files for course exercises

If you want to work through the exercises from an ITLP course, you can do so in your own time. The files you will need are available here in the ITLP Portfolio, along with the relevant course handbook.

1 Downloading the files

Visit the ITLP Portfolio of IT study resources at <http://portfolio.it.ox.ac.uk>

Use the Search box or other tools on the Home page to search the resources available. Locate a course pack that interests you.

Some resources are restricted to members of Oxford University, so for these you will be asked for your Oxford username and password (contact IT Services Registration if you do not know these credentials).

Click the link provided to download the course handbook. This downloads a .PDF file to your local computer. If asked, choose to save this to your disk/Desktop. This is the handbook that is provided when you attend the taught course. The course handbook usually opens using PDF-reader software on your computer, and you can read it on the screen or print out part onto paper.

Click the link provided to download the course exercise files. This downloads a .ZIP file to your local computer. If asked, choose to save this to your disk/Desktop. This zip file is a folder containing a bundle of the files you need to do the exercises, in a special compact file format. Notice that the folder icon shows a zip.

Although it is sometimes possible to double-click the zip folder and use its files immediately, some file types (notably *Access*) do not allow this, while other file types permit you to read but not work on them.

2 Unzipping (extracting) files

Right-click the zip folder, wherever you have saved it on your computer. Choose **Extract All** (or a similar command). Work through the wizard that now appears. When asked, specify where you want the extracted files to be saved (your Desktop may be a good place). When you have clicked **Finish**, the extracted files should be available for you to use.