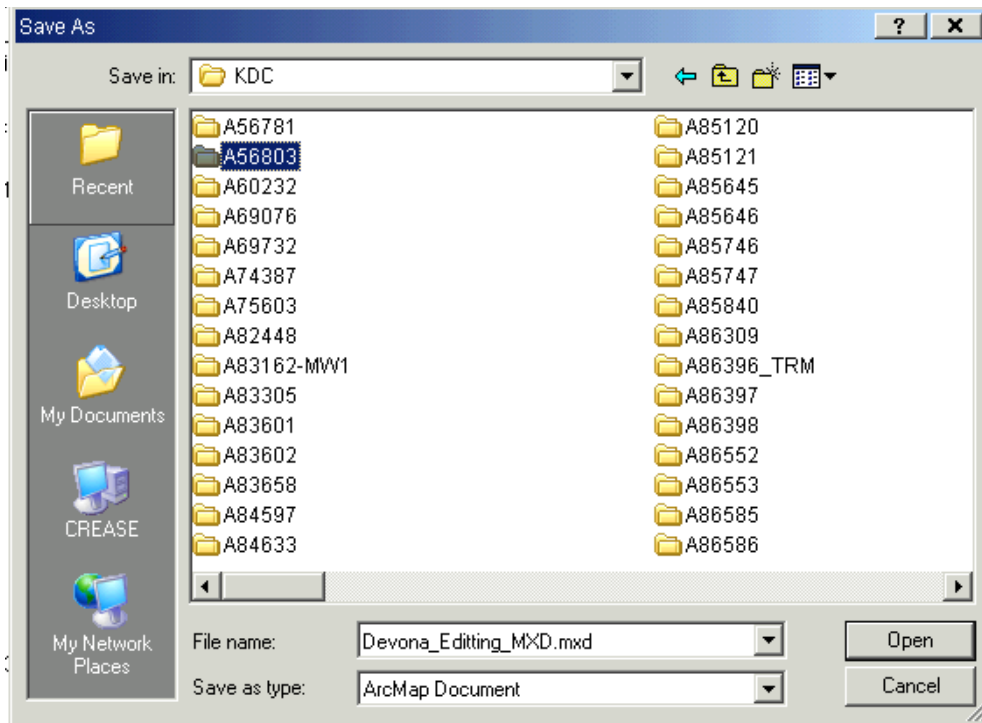
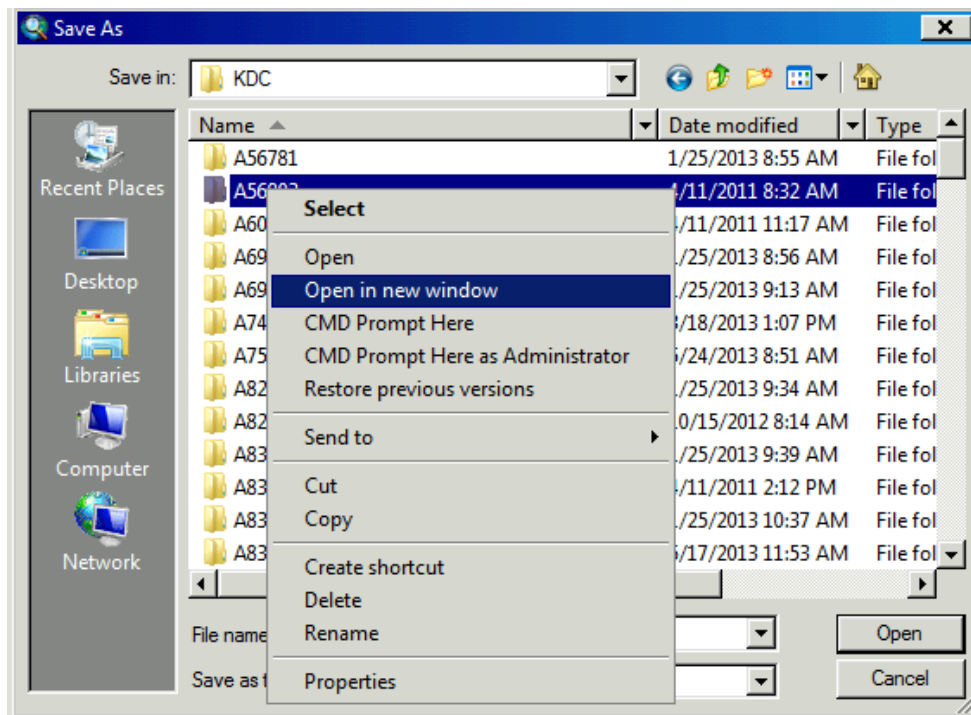


Unzipping a zipped folder from the Geo environment

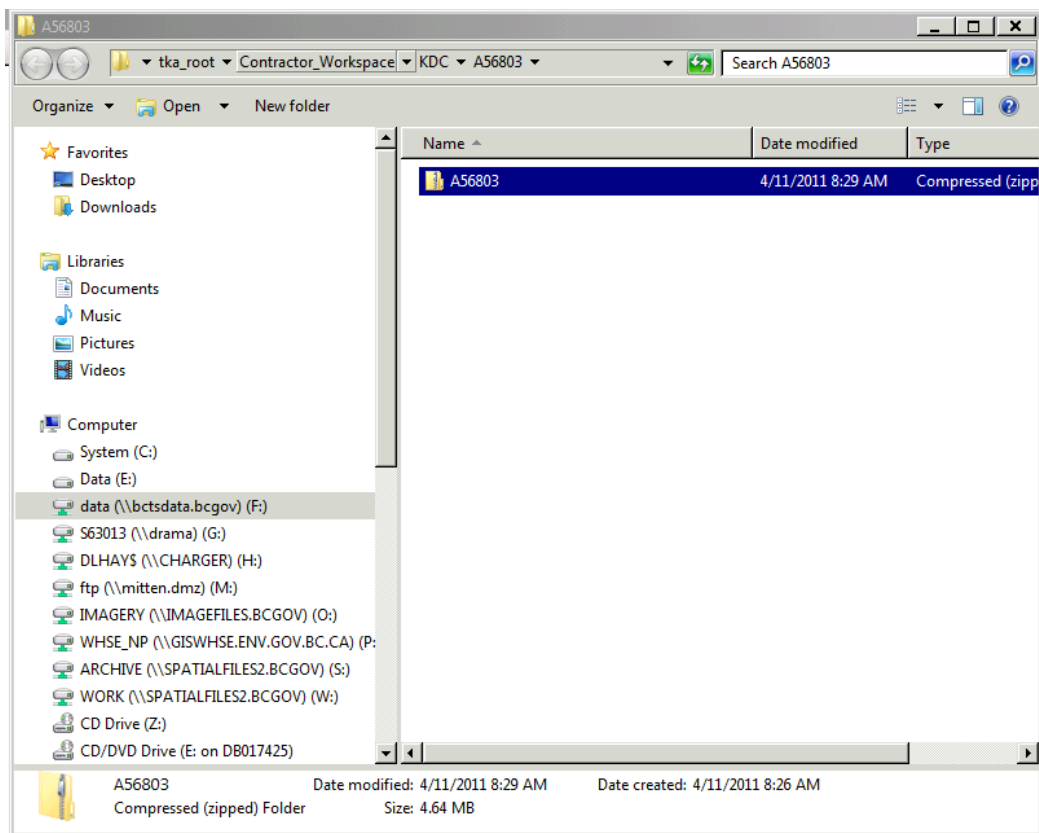
- 1) Have a geo session open and click file save as. Navigate to the directory where the zip file is located



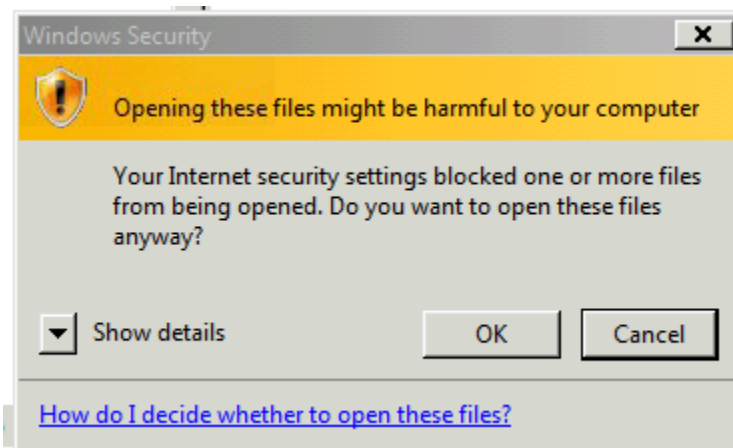
- 2) Right click on the folder that the zip file is stored in, and select the "Open in New window". This will bring up a windows exploring window and show you your zip file.



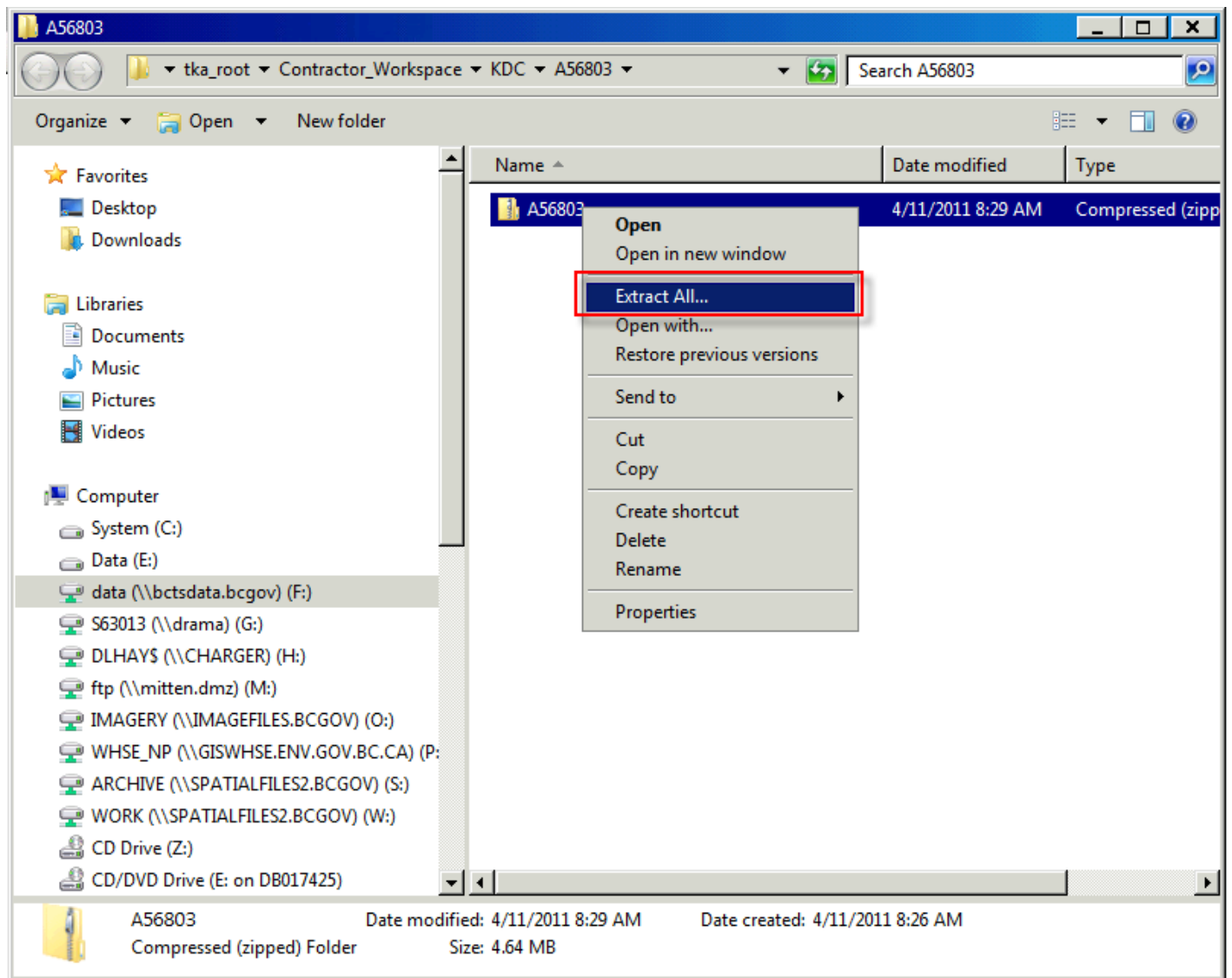
3) When the window opens it will look like this.



4) When you right click on the zip file you will get the following message. Click “OK”



5) From the Explore window, select extract all. This may take some time so be patient.



Document Change Tracking

Version	Date of Issue	Author(s)	Brief Description of Change
	April 2016	Devona Hay	- Add in document change tracking and path location of original document
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