

## Downloading an entire folder from AKO

1. Browse to the location of the desired folders/files for download.
2. Place a check mark in the boxes next to the folders/files you want to download.
  - o **\*\*\*Note\*\*\*** If the size column is 0 for a folder, it will not allow download of the folder because no files exist within the folder.
3. In the toolbar above the folders/files list, click 'Download.'
4. 'Download from AKO Files' pop-up will be received, click 'Download.'
5. If using IE7 or IE8 you may receive a yellow drop down box at the top of the browser's page providing a security warning. Click on this and select 'Download File...'
6. You should receive a 'File Download' window, click 'Save.'
7. Choose location you wish for the zip file to be saved, and select 'OK.'