

Teachers Pay Teachers Downloads

Files that are purchased from Teachers Pay Teachers first need to be downloaded to your computer then converted to a PDF if they're not already. Please **rename** the files when saving.

Downloaded files may be Zipped. A ZIP file is a compressed folder containing multiple files. It allows you to transfer many files at once, and takes up less storage space than the files would if they were not compressed. It's also an easy way for a Seller to distribute many files together (often called a bundle). ZIP files are a common way to distribute content on Teachers Pay Teachers..

Both Windows and Mac OSX are able to open and uncompress ZIP files without additional software.

If your computer runs Microsoft Windows:

1. Right-click on the unopened ZIP folder.
2. Choose "Extract All" from the menu that opens.
3. Choose a destination. This is the place where you want to keep the unzipped files. You can choose "My Documents," for example.
4. Click "Extract."

You can also locate the file and extract it after downloading from Google Chrome by following these steps:

1. After downloading the file, locate it using the download bar at the bottom of the Google Chrome browser, and click to open the Extraction Tool.
2. Click on the button at the top of the page that says "Extract All."
3. After extraction is complete, a new folder window will open containing the files inside the ZIP. If you see a folder named _MACOSX, you can delete or ignore it. Those files are created when the ZIP is made on a Mac, and are not used by Windows.

Convert documents to a PDF format or split a PDF document

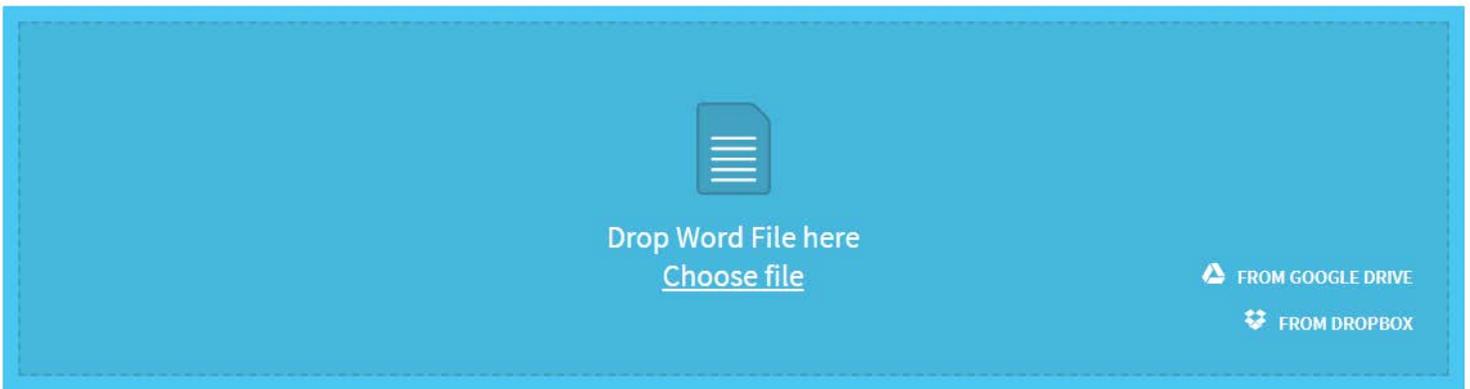
The easiest way to convert or split the files is to use www.smallpdf.com

Scroll down to see instructions

At the website, select the type of conversion you require. In this example we chose Word to PDF. If you're looking to split your PDF choose Split PDF.



Simply drag your document into the blue box and it starts the process.



When it's ready, just choose to download the file.

