

## Downloading files

Someone has sent you a photograph as an email attachment! What do you do? Today, almost every computer comes equipped with several programs for displaying photographs. So the answer is simple: just double click on the name of the file in the email message. Your computer can tell by the file extension name, which program to use to “open” the image file. But, suppose you want to save the photograph on your computer as an image file. Then what do you do? You “download” it, of course.

Downloading transfers a file from an Internet site to your computer. Where it will be stored on your computer depends on how your browser has been set up. Follow these directions to find out.

In Firefox:

- Click on the Firefox icon (upper left corner of screen).
- Click Options.
- Open the General tab.
- The folder where downloads are stored is displayed.

In Chrome:

- Click on the icon at right end of URL line.
- Click Settings.
- Click on "Show advanced settings..." (at bottom of page).
- Continue to scroll down page to "Downloads" to see where downloads are stored.

In Internet Explorer

- Open the tools menu.
- Click on View downloads.
- Click Options (in the lower left hand corner of page).
- The folder where downloads are stored is displayed.

Now that you know where the downloaded file will go, you just click on the email attachment to do the download. Remember that downloading just transfers a file to your computer. What you can do with it depends on what kind of file it is. Hopefully, your computer will have a program that can do the job.

## Downloading Programs

You can also download programs. An example is the Floating Clock program, which you will find on our website, villagecc.org. Go to the website, click on the Downloads button and then click “Floating Clock”. Depending on which browser you are using, you may be warned that this program could be dangerous. (Please believe me, it is not.) Click on “save” and then when the download is complete, go to the downloaded file and move it to your desktop. Now you will see a new icon for the downloaded program on your desktop. Try it out by double clicking it.

The Floating Clock program is a simple example. It is a single file. More usually, the program file you download is an installer program. That is, it creates folders and files and registers these in your computer. When you download a program installer, you will be given choices of where to store these, whether or not to create a desktop icon, and perhaps, whether you want some auxiliary components to be included or not.

## Uninstalling Programs

Have you installed a program that you decided is not good or not what you want? You can uninstall it! For simple programs like the Floating Clock, just erase the file. For programs that created by an installer,

- Go to Control Panel and click on Programs and Features.
- Wait for the programs list to be populated.
- Scroll down to the program you want to uninstall
- Click on it and select “uninstall”.

That is all there is to it!