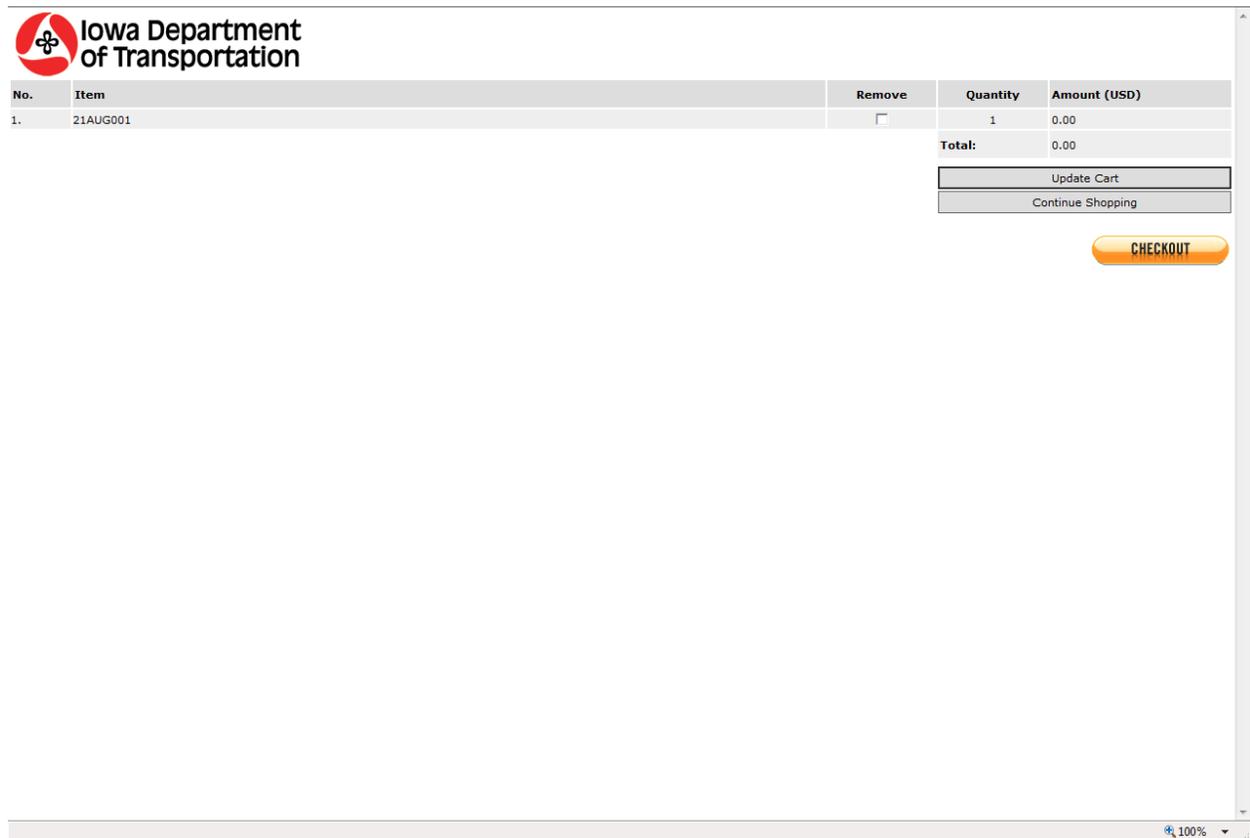


# Downloading multiple files

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1. Click on the  button in the row of one of the the documents you want to download.
2. A new window or tab will open. If you are using Internet Explorer 7 or 8, a new window will open. If you are using Internet Explorer 9, Chrome or Firefox, a new tab will open.



3. **If using Internet Explorer 7 or 8**, minimize this new window and go back to the original screen to add additional files to the download.  
**If using Internet Explorer 9, Chrome or Firefox**, click on the tab that says "Iowa Department of Transportation." This will take you back to the original table where you can add more downloads.



4. Click on the  button in the row of **each of the documents** you want to download. With each click, the downloads are automatically added to the list in the cart.

- Once you have selected the buttons for all of the downloads you want:  
**If using Internet Explorer 7 or 8**, maximize your shopping cart window.  
**If using Internet Explorer 9, Chrome or Firefox**, click on the tab that says "Your Shopping Cart."
- You will see a list of all of the downloads you selected.



**Iowa Department of Transportation**

No.	Item	Remove	Quantity	Amount (USD)
1.	21AUG003	<input type="checkbox"/>	1	0.00
2.	21AUG004	<input type="checkbox"/>	1	0.00
3.	21AUG005	<input type="checkbox"/>	1	0.00
4.	21AUG001	<input type="checkbox"/>	1	0.00
5.	21AUG002	<input type="checkbox"/>	1	0.00
6.	21AUG007	<input type="checkbox"/>	1	0.00
<b>Total:</b>				0.00

Update Cart

Continue Shopping

**CHECKOUT**

- Click on the  button.
- Fill out the information requested. **Although it is not required, you must fill in the "Company Name" field if you wish to be included on the plan holders list.**



**Iowa Department of Transportation**

**Buyer Information**

First Name:  \*

Last Name:  \*

Email:  \*

Company Name (optional):

Phone:  \*

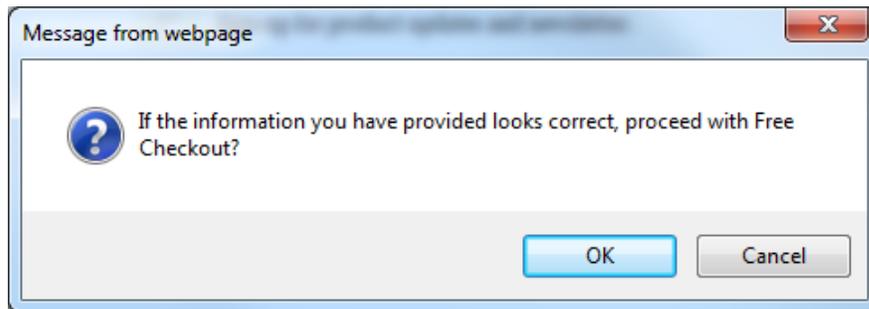
Sign-up for product updates and newsletter.

**COMPLETE FREE CHECKOUT**

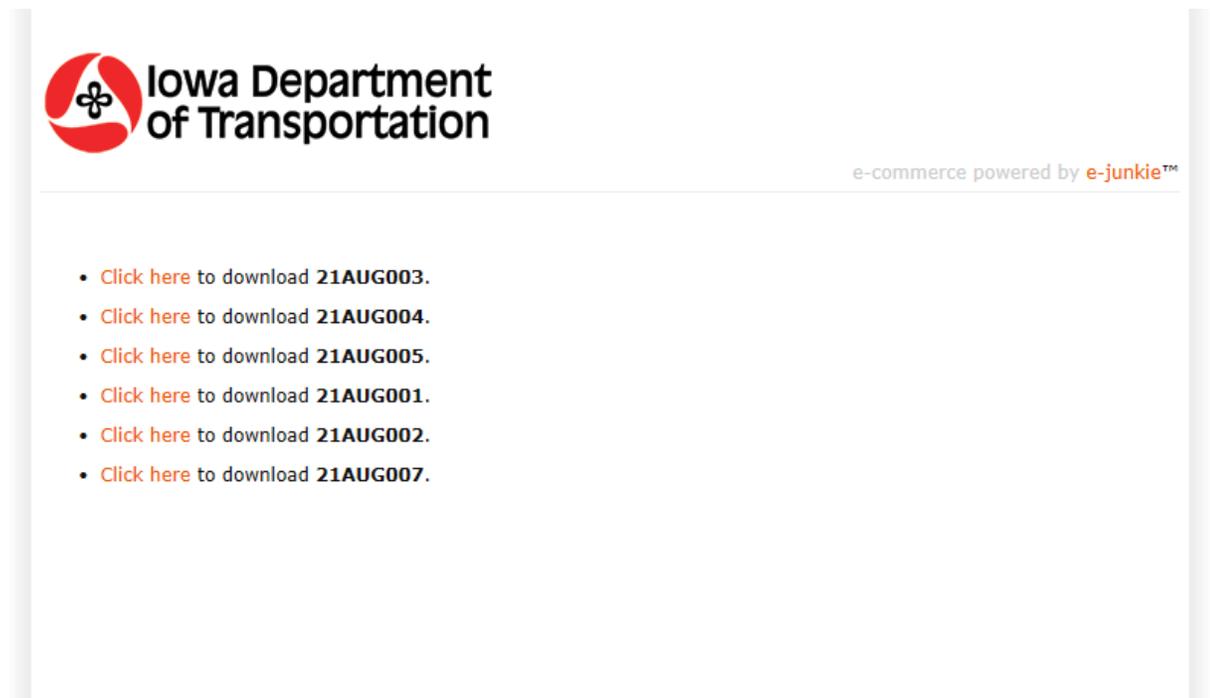
9. Once all the fields have been completed, click

**COMPLETE FREE CHECKOUT**

10. Click "OK."



11. A link to your downloads will appear. You will receive one email confirming your download with the subject "Your Iowa Department of Transportation purchase" and one email message for each document selected with a link to the download.



12. Click on the "Click here" to download the file.

13. A box will appear that has the options to "Open" and/or "Save." Select "Save."
14. Choose the location to save the file.
15. The saved file will be a .zip file, so it will need to be unzipped to access the contents.
16. To unzip the file, right-click and choose "Extract all" and follow the directions.

Third-party software is required to open .zip files in earlier versions of Windows. Many free programs are available online.

[7-Zip](#) is free, easy to use, virus-free and contains no adware.

#### Instructions

- 1) Download the [7-Zip](#) exe. file to your computer. Double-click the program icon and choose "Run."
- 2) Choose a location on your hard drive and choose "install."
- 3) Once complete, open 7-Zip. Navigate to the .zip file you wish to open and double-click.
- 4) Drag contents to your desktop or other location.