

Downloading a single file



1. Click on the  button in the row of the document 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.

A screenshot of a web browser window showing the Iowa Department of Transportation logo and a shopping cart. The cart contains one item: "21AUG001" with a quantity of 1 and an amount of 0.00 USD. There are buttons for "Update Cart", "Continue Shopping", and "CHECKOUT". The browser's address bar shows "100%".

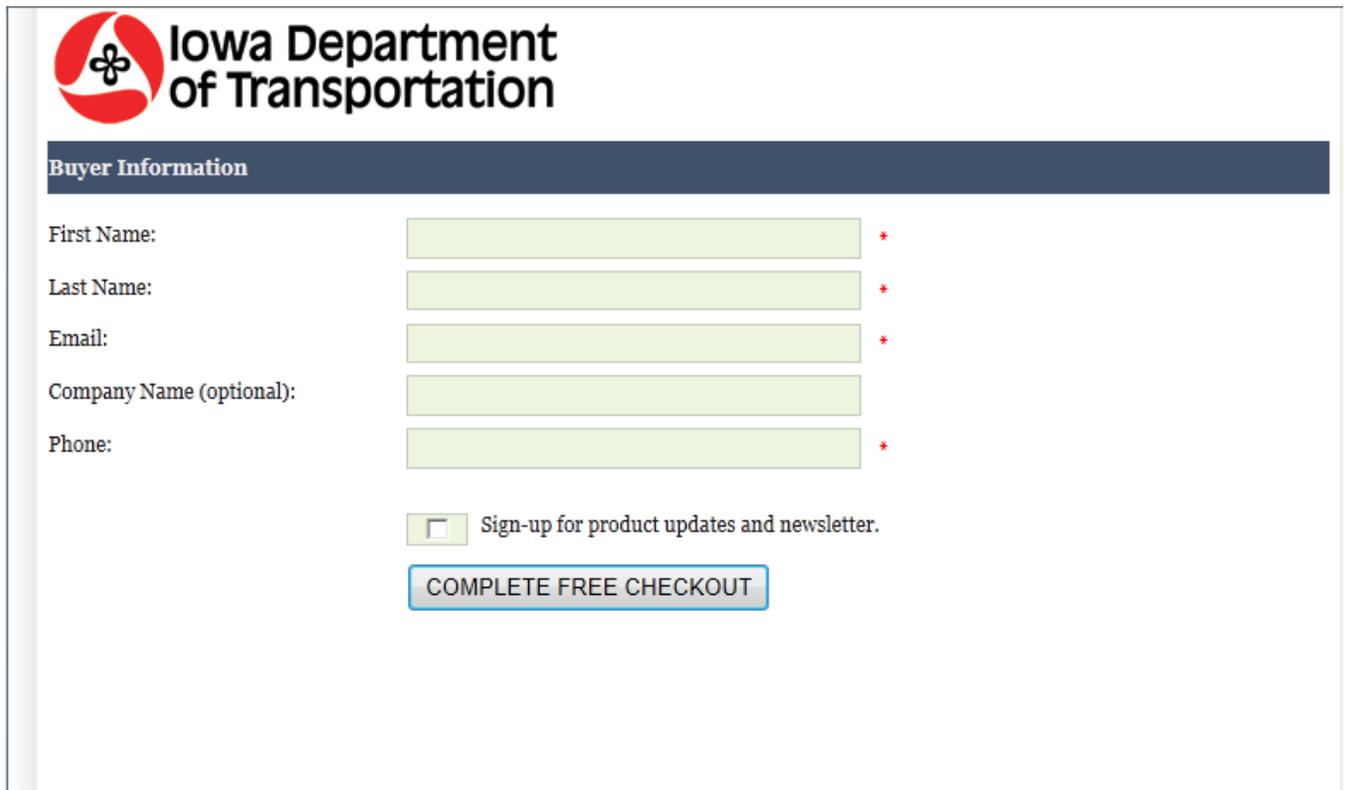
No.	Item	Remove	Quantity	Amount (USD)
1.	21AUG001	<input type="checkbox"/>	1	0.00
Total:				0.00

Update Cart
Continue Shopping

CHECKOUT

3. Click on the  button.

4. 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.**

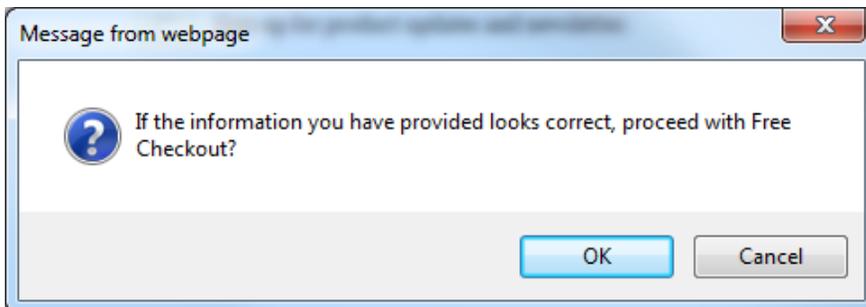


The screenshot shows the Iowa Department of Transportation logo at the top left. Below it is a dark blue header with the text "Buyer Information". The form contains several input fields: "First Name:", "Last Name:", "Email:", "Company Name (optional):", and "Phone:". Each field has a light green border and a red asterisk to its right. Below the fields is a checkbox labeled "Sign-up for product updates and newsletter." and a blue button labeled "COMPLETE FREE CHECKOUT".

5. Once all the fields have been completed, click

COMPLETE FREE CHECKOUT

6. Click "OK."



7. A link to your download will appear. You will also receive two email messages; one confirming your download with the subject "Your Iowa Department of Transportation purchase" and another with a link to the download.



8. Click on the "Click here" to download the file.
9. A box will appear that has the options to "Open" and/or "Save." Select "Save."
10. Choose the location to save the file.
11. The saved file will be a .zip file, so it will need to be unzipped to access the contents.
12. 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.