

## Helpsheet 4 - Purchasing Large Downloads from the GFHS shop

Example :- Purchase **Llangynwyd St. Cynwyd Parish Registers**

After you have purchased the download go to “**My Details**” top right on the screen  
Under “**My Account**” you will see (in blue) **My Orders and downloads** – Select this  
You will now see a screen headed **Available downloads**.  
Scroll down until you see :- Llangynwyd St. Cynwyd Parish Registers

In this case there are two files to download, Pt 1 and Pt 2

Click Pt 1 and **save**

This will normally go to the **download directory** under **My Documents** on your PC

Do the same with Pt 2 - now both files are on your PC

On your PC select the **Download** directory - hopefully this will be empty except for the two downloaded files.

Select file **25 product Llangynwyd Pt . zip**

You must now extract the **zip** files

Select the file and right click the mouse. And select **Extract All**

Select **Extract All**, an Extraction wizard appears Select **Next** and then **Finish**

Do the same for Part 2

You will now see the two extracted folders in the download directory

Select **Pt 2 folder** and **copy all the files** into the **Pt 1 folder**

You should have now successfully downloaded and extracted all the files

Select the **Agreement** file and the index should appear which you can now use.

You should then make a new directory “**Llangynwyd PR**” and copy all the files into that directory.

You can then delete all the files in the Download directory ready for the next download

This is the most complicated procedure you will have to operate.