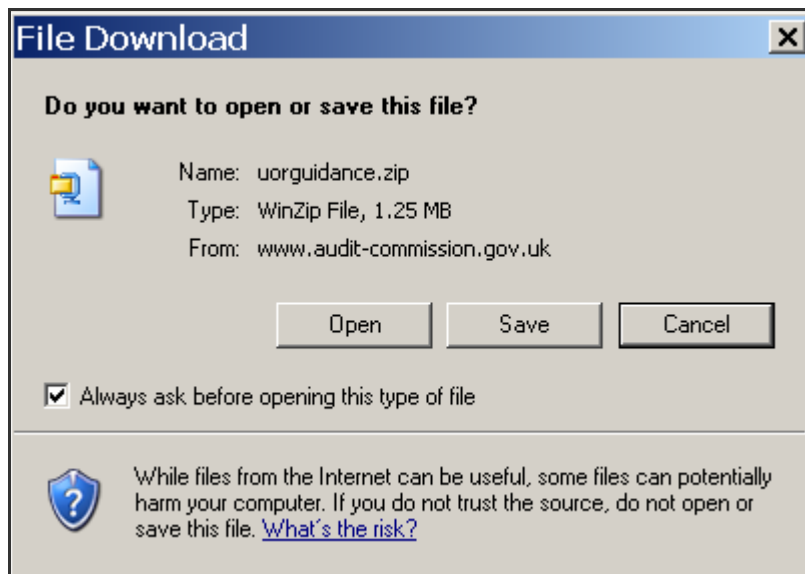
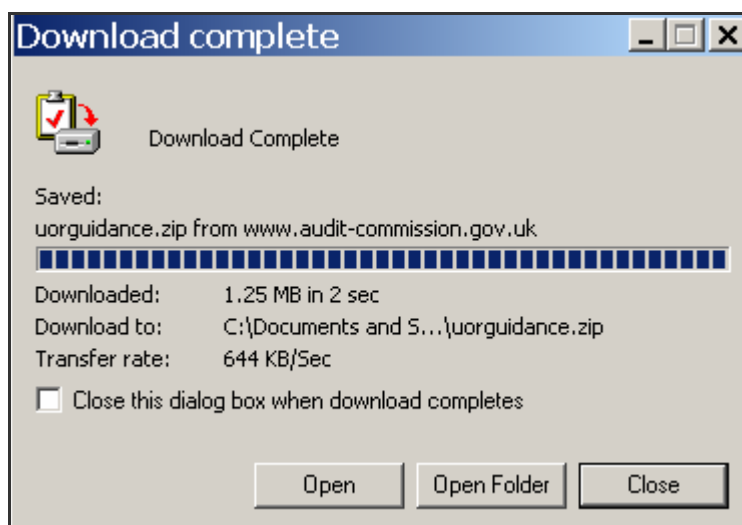

Downloading the use of resources guidance

To download local copies of the use of resources guidance to your laptop or desktop please follow these instructions.

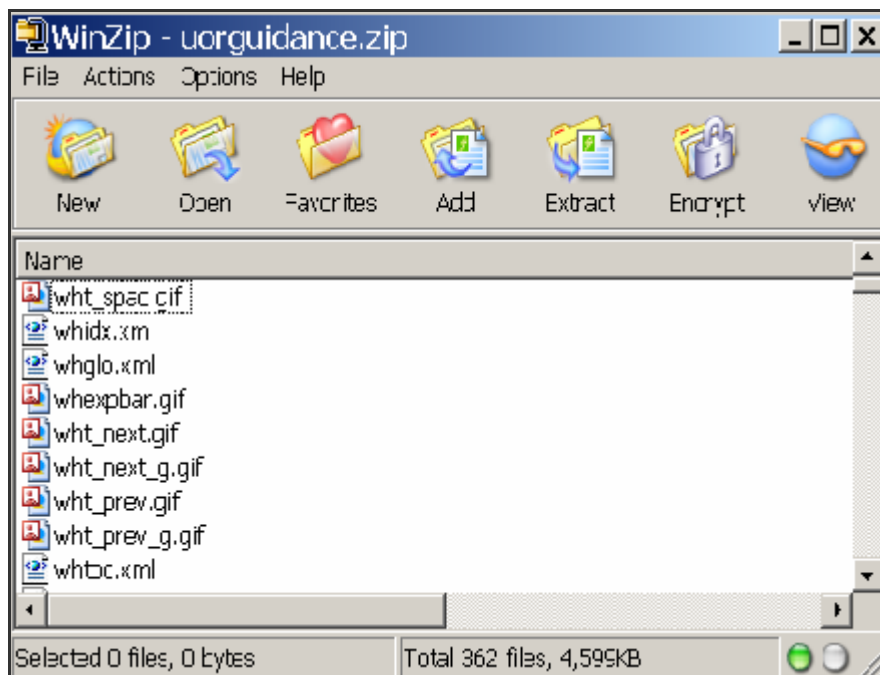
1. Click the link to the downloadable version of the guidance. This will open the options window.



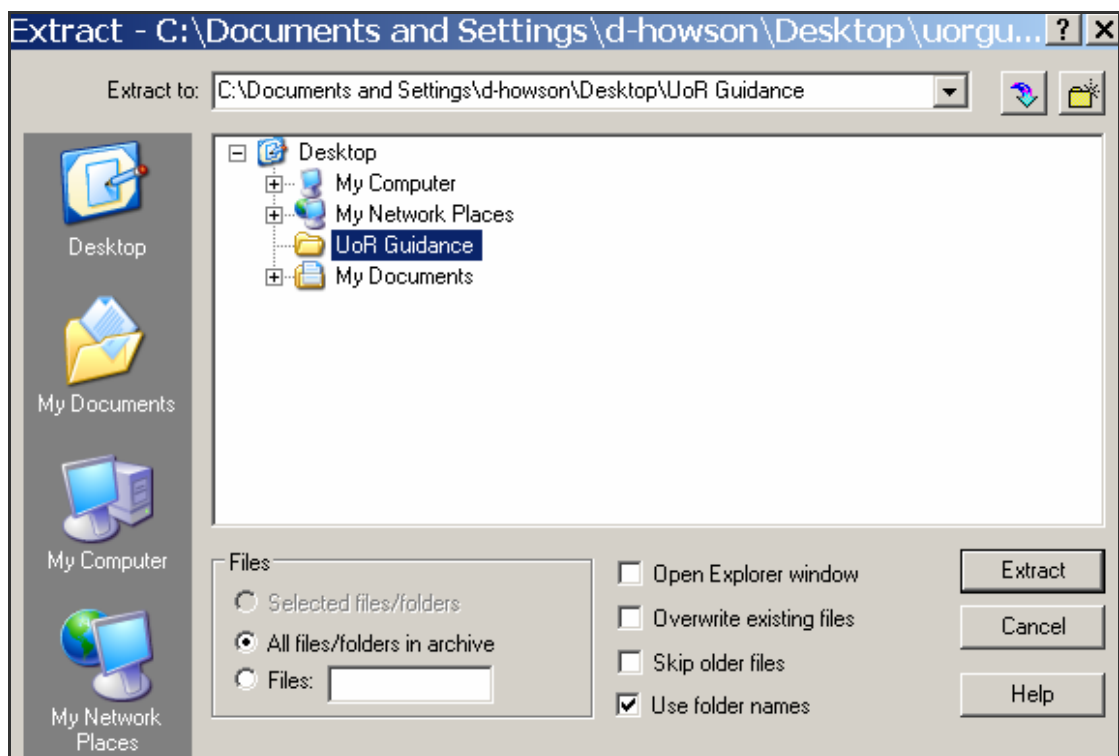
2. Click **Save**.
3. Save the file to a suitable location, for example the desktop.
4. When the download is complete, click **Open**.



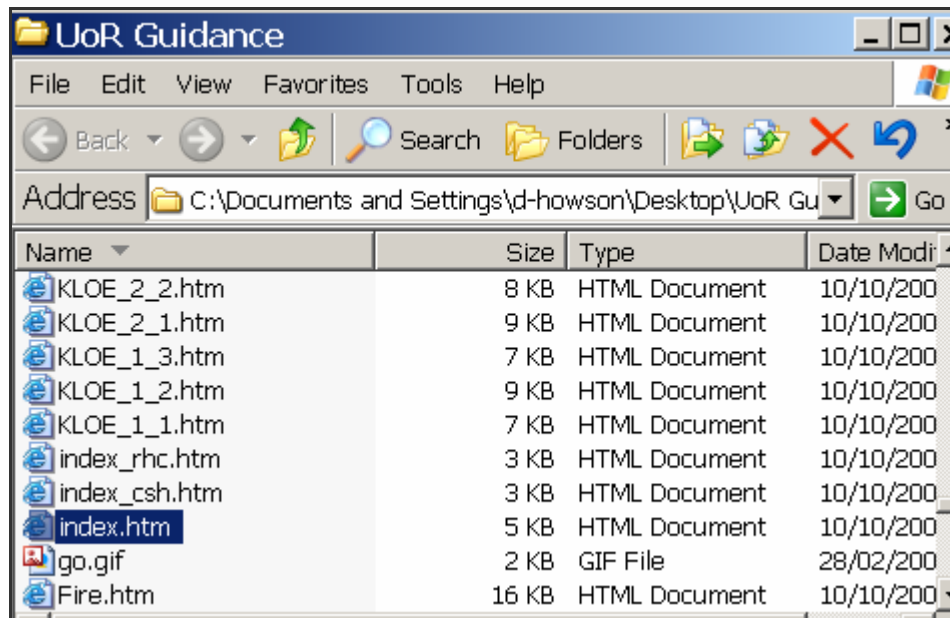
5. Click **Extract** to load the files onto your laptop.



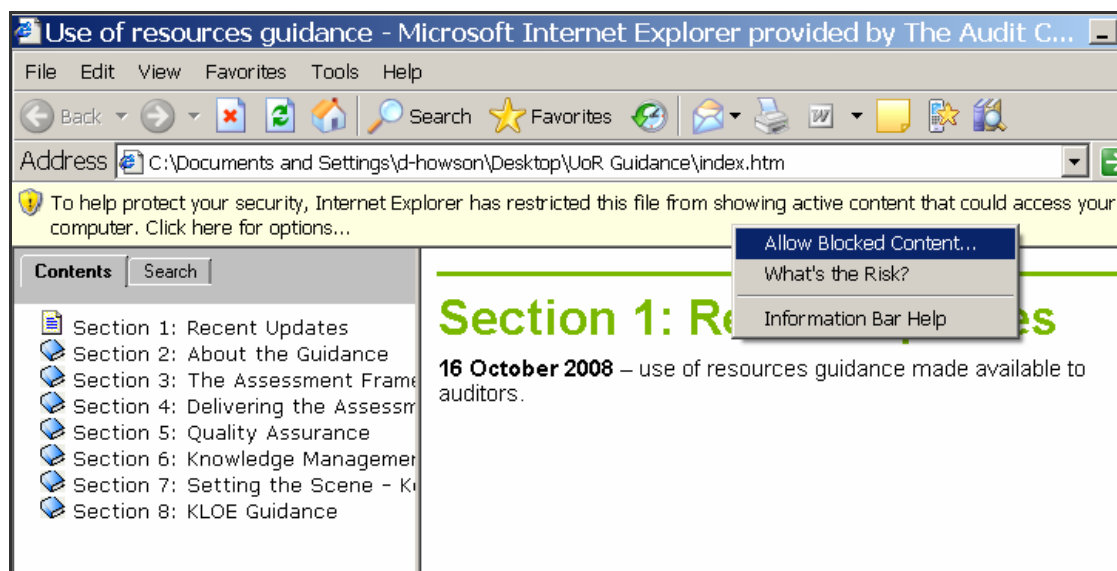
6. Select a suitable location for your copy of the guidance (for example, create a new UoR folder on the desktop). Make sure the 'use folder names' option is ticked, and click **Extract**.



7. If you already have a copy of the guidance, confirm overwrite.
8. **Close** the zip file and open the UoR folder in Windows Explorer.
9. Browse the files within the UoR folder to find and **Open** the **index.htm** file (by right clicking).



10. Click on the pale yellow bar at the top of the page and select the option to allow blocked content.



11. Click **Yes** to allow the file to run active content.
12. You can now use the guidance as a standalone version on your laptop or desktop.