

## **How to Download & Extract Files**

- 1. Locate the zipped folder you want to unzip (extract) files or folders from. You should have received an email notification with a link to your files. If you need assistance locating your files in Teamwork, please reach out to B-Lynk.
- 2. To unzip all the contents of the zipped folder, **press and hold** (or **right-click**) the folder, select **Extract All**, and follow the instructions.

Link for help:

https://www.cedarville.edu/insights/blog/extract-files-from-a-zipped-compressed-folder.aspx

Video for help in more detail: <a href="https://www.youtube.com/watch?v=in8e7QPptY0">https://www.youtube.com/watch?v=in8e7QPptY0</a>

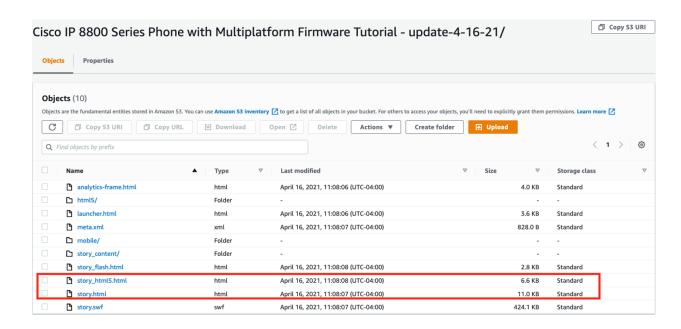
## **How to Post Files**

**NOTE**: Do not separate the files from the zip file/ folder. These files need to stay together as they are placed in specific order for them to work correctly.

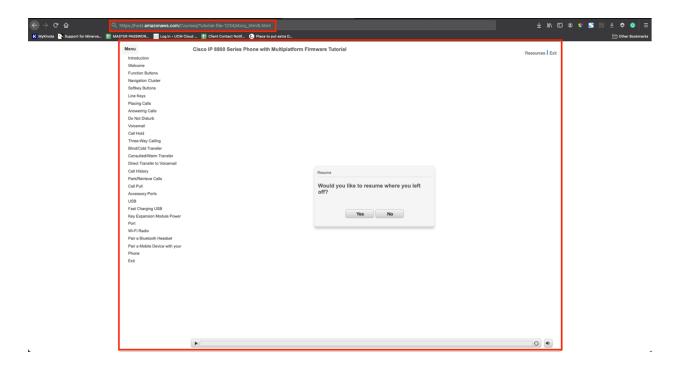
- 1. Host the folder provided (after unzipping it) on your hosting/server you prefer.
- 2. Find the HTML file that is in the main folder provided after being hosted.

**NOTE**: Either "story\_html5.html" or "story.html" will work. **DO NOT** use the "story\_flash.html" file as Flash is not supported as of 2021.





3. Once you have found the file, copy the Path/URL for this HTML file. You will use this to link out to an external link and play in another tab in the browser.





OR you can now use this path/URL to embed into an iframe on the page, using an iframe code like this:

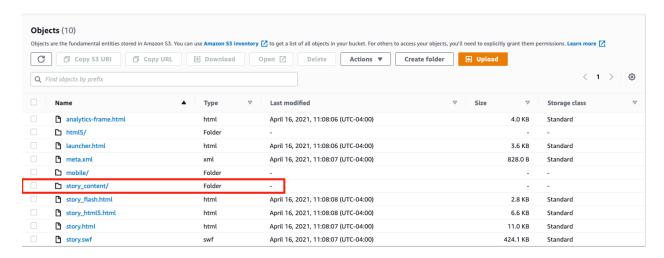
<iframe src="http://yourURLhere.com" width=500 height=400></iframe>

Link to more details on how to iFrame a storyline file into your site: <a href="http://lindsav-oneill.com/embedwithiframes/">http://lindsav-oneill.com/embedwithiframes/</a>

## How to break down the Tutorial into MP4s

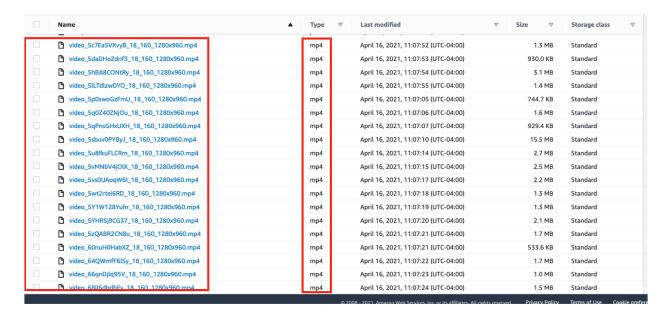
If desired, you have the ability to break out the tutorial into individual MP4s.

A content folder will be located in the provided folder. You can locate this inside of the "story\_content" folder after you have unzipped/extracted the folder.





You will find all the MP4's located as a part of the storyline folder.



You can download, rename, and upload these to your YouTube, Vimeo, or embed them into the website however you prefer.

**NOTE**: These MP4's are uploaded the same way any other video is embedded or uploaded onto a site or social platform.

## What if I cannot host or do not have social media to post to?

If you are unable to use any of the above options or do not have hosting, B-lynk can host the videos or tutorials for you. Please reach out for pricing and to learn more about this option.

**AEM NOTE:** If you are using AEM, these processes should work, as long as you can keep all files in the same folder and location without separating them. Issues only seem to appear if the files are separated. As previously mentioned, this should never be done.