**How To Download The Digital Offline Content For Student Textbooks**

1. Press and hold the  keys to open the File Explorer.
2. Open P: drive (\\stu-k12.loc\shares\PearsonofflineContent
3. Open the **HCS Offline Content** folder.
4. For grade 3-8 courses, open the **EMS** folder.

For grade 9-12 courses, open the **HS** folder.

Continue to follow the sub-folders to locate the content needed.

1. If the content is a single PDF file, select the file.

If the content is a multi-file executable program, select the folder containing the files.

1. Press and hold the  keys to copy the file/folder.
2. Go to your desktop. Press and hold the  keys to paste the file/folder to your desktop. Depending on the file(s) size this can take a few minutes.

If you have any questions or issues when attempting to download the digital offline content, please see your school’s library media specialist.