# How do I download CFVI Resources?

Resources are available for all to locate within the RNIB Bookshare platform by visiting the [Find CFVI Resources](https://www.rnibbookshare.org/cms/find-cfvi-resources) page, you can select the CFVI area you wish to find resources within and browse both the signposted external resources and downloadable resources in that area. However, in order to download a resource you will need to register as an RNIB Bookshare customer.

To become a RNIB Bookshare customer, please visit the [‘Sign up for RNIB Bookshare’](https://www.rnibbookshare.org/cms/get-started/sign) page

## Sign Up Process

Registration is free for organisations within the UK. Follow the instructions within the [‘Sign up for RNIB Bookshare’](https://www.rnibbookshare.org/cms/get-started/sign) page to join. You will be asked to enter your organisation, school or service information, followed by your details as Primary Contact. To avoid delay, please **provide an educational address and email**. You will be asked to agree to the ‘Sponsor Agreement Terms and Conditions’ to activate your membership. It usually takes 24 hours for staff to activate your account.

As CFVI resides on RNIB Bookshare our download process currently mirrors the book download process, so before you can download a resource, you will need to add either your students or yourself to your ‘Member List’. To do this, whilst on your Homepage, click ‘[Members](https://www.rnibbookshare.org/orgAccountMembers). If you your registration has been approved you will see the ‘Add Member’ button.

Click the ‘Add Member’ button to add yourself as the member (or the students name whom you wish to download resources for). Once you are set up, your designated name/ student will appear on the List.

For more guidance: [How do I add learners to my organisation's list of Members?](https://www.rnibbookshare.org/cms/help-center/how-do-i-add-members)

## How to locate a CFVI resource?

When in your ‘Homepage’ you can access the [CFVI Resource Hub](https://www.rnibbookshare.org/cms/cfvi) via the ‘Useful Links’ section or by selecting the 'CFVI resource' tab along the top of the page.

From here, you can navigate to ‘browse the CFVI resource categories, and review both signposted external resources and downloadable resources in accordance with each designated CFVI Area.

Note. You can also locate specific resources by typing the name of a resource into the search bar at the top of the page. Begin your search with the resource name or type CFVI resources to locate all downloadable resources. However, this current site is our pilot site and we note that the search functionality for locating individual resources is due to undergo further development as part of phase 2, we therefore recommend that you access resources through the [CFVI Resource Homepage](https://www.rnibbookshare.org/cms/cfvi) in the Beta site to ensure you access the full range of available resources within each CFVI Area.

## How to download a resource?

Once you have discovered a resource you wish to download, click on it. This will take you to the resource page which offers a brief description of the resource, author etc and gives you the option to download.

Click download, and you will be taken to a page entitled ‘Select Members’ where you will see your members listed (either yourself or a nominated learner whom you will be downloading resources for as per point ‘1. Sign up process’).

Tick the box, next to your/ your learners name, and select ‘PDF’ as the preferred resource format (Note at this stage, all CFVI resources are in Accessible PDF Format’,  If you require an alternative format please email cypf@rnib.org.uk, marking the subject box - CFVI resource).

Click ‘Prepare Books’, a pop up entitled ‘Book packaging’ will ask you to confirm, click ‘Confirm’

In the ‘My History’ section of your account, you will see your resource appear. When this has downloaded, it will change from ‘In Progress’ to ‘Available’. Click on ‘Available’ and your resource will be downloaded to the 'My downloads' area of the PC/device you are using.

\*Please note, the current hub is in development phase and you will note during the download process that information may refer to ‘Books’ instead of ‘Resources’.

If you have any queries, regarding the download process, please contact cypf@rnib.org.uk for support.

## Further Support

* If you wish to download a Book within the RNIB Bookshare site, watch this video on [How to download your first book on RNIB Bookshare](https://www.rnibbookshare.org/cms/help-center/how-can-i-download-staff-primary-contact-or-sponsor-account).
* For further guidance on the RNIB Bookshare platform, visit our [‘Training films and how to guides’](https://www.rnibbookshare.org/cms/training-films-and-how-guides) page.