

Zipped Folder Instructions

This file is in a zipped folder in order to provide access to recent file format features.

In order to use it, you will need to download the folder and unzip the file. Most computers will have an unzipping program installed on the computer, if not you are able to download free software to do so.

How to save and unzip a folder:

- 1- Click on the file folder link, if prompted indicate that you want to save the file folder.
- 2- Navigate to an accessible location on your computer (like your Desktop) and Save the folder.
- 3- Go to the location where you have saved the file (like your Desktop), and right click the zipped folder. If you have an "UnZip file" or "Extract File" option, you have the required software; select this and follow the directions.
- 4- If you do not have an Unzip or Extract option, try double clicking the folder name to see if you can open it. Often you will be able to see the files; open the documents and select File / Save As from the menu and choose another location to use/edit them.
- 5- If you don't have an Extract or Unzip option, you will need to download software to extract the files.

There are many free options you can find online. WinZip is a commonly used tool and is freely usable through a trial version. If you go here: <http://www.winzip.com/win/en/index.htm> select "download" you will be given the option of a free installation of the software. If you don't have administrative privileges on your computer you may need to contact your tech support to complete the installation.

Follow the listed directions to Unzip the folder.

Once the folder is unzipped, you will have access to all of the files within it.