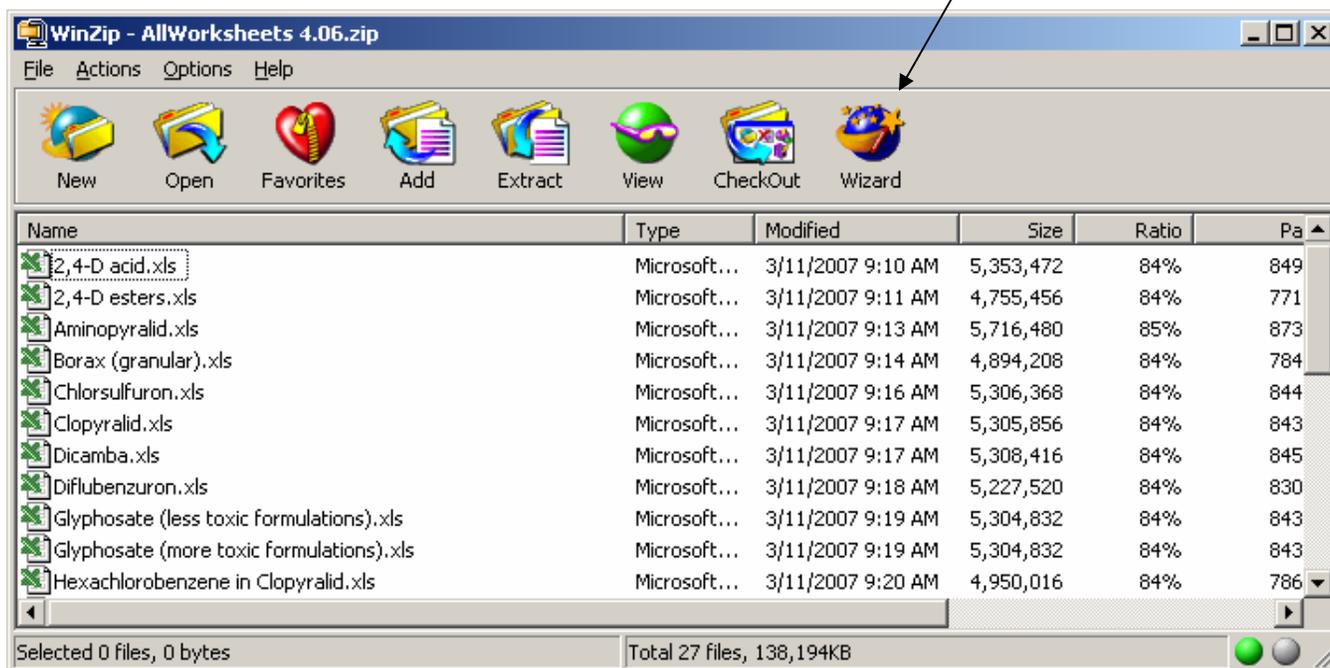
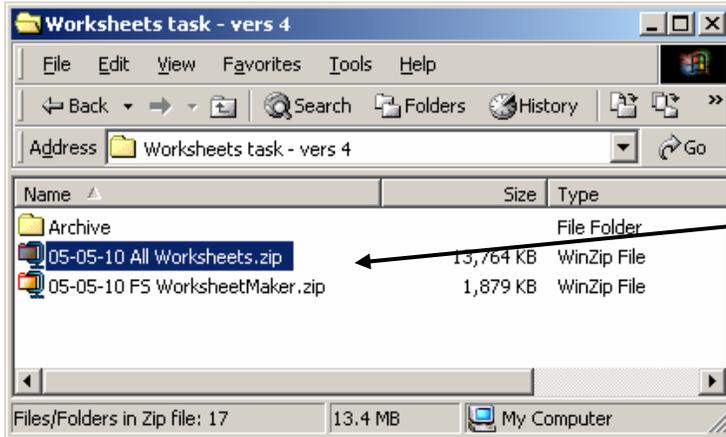


If your unzip program displays the screen below -- click the “Wizard” icon



Begin at the WinZip screen on the next page.

How to unzip zipped files downloaded to your computer



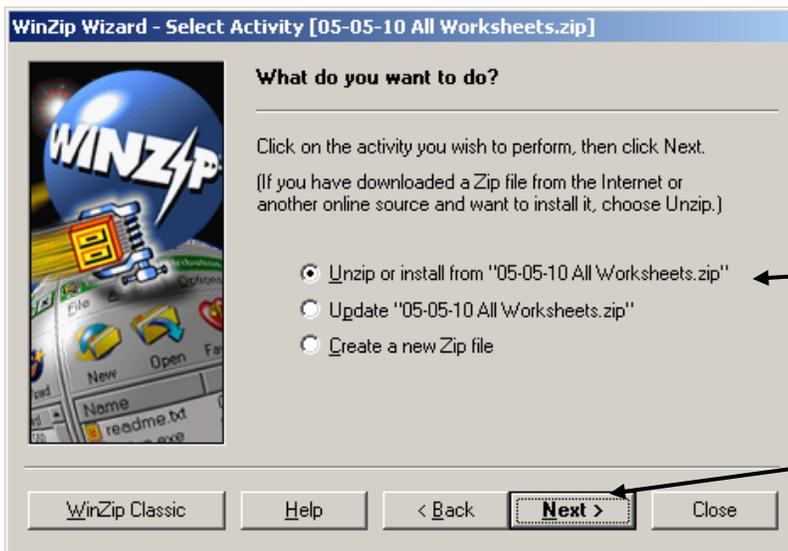
1. Open the desired zipped folder– this should open the WinZip Wizard

Note: If WinZip doesn't open (next screen shown) – Go to 'Start' => 'Programs' => 'Winzip' => 'Winzip####' where #### is the version of winzip installed on your machine



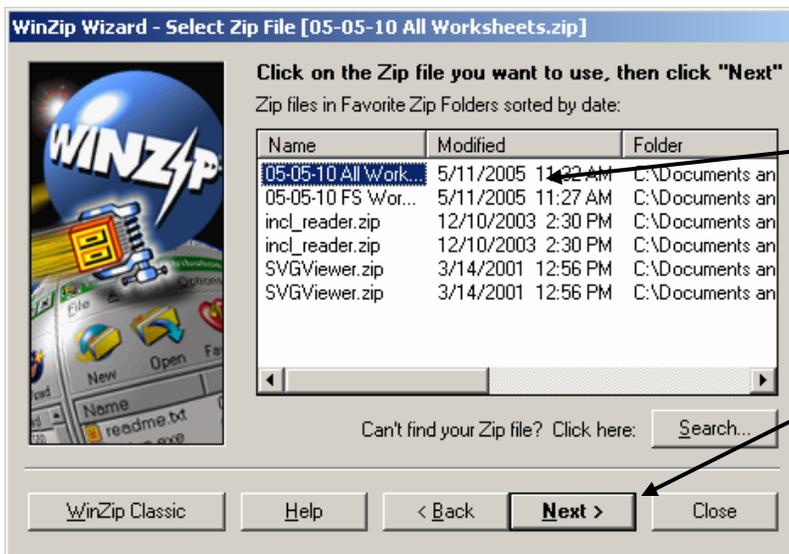
2. Click the "Next" button to move to the next step

(Normally you will not need to set a default source-file [changing the source-file this is done through the Options button when necessary])



3. For unzipping a file for the first time select the option shown

4. Then click 'Next'

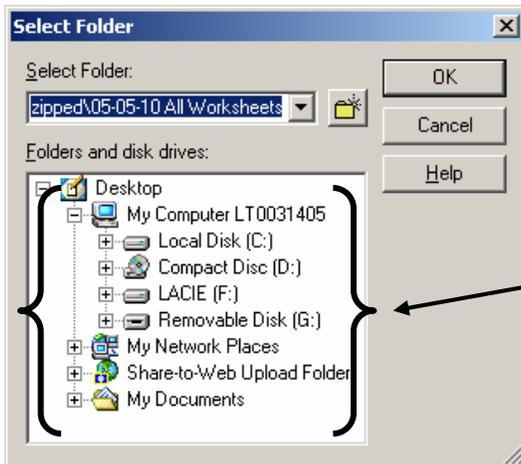


5. Select the file you want to unzip by clicking (which highlights) its name.



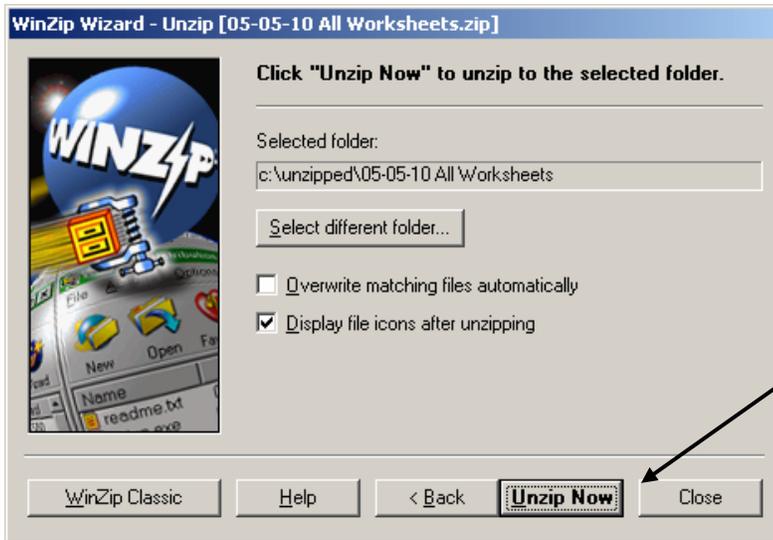
7. Click the 'Select...' button to choose the destination file where you want to save the unzipped files

Note that if you do not choose a folder, files will be stored in a folder named 'Unzipped' on the C drive.

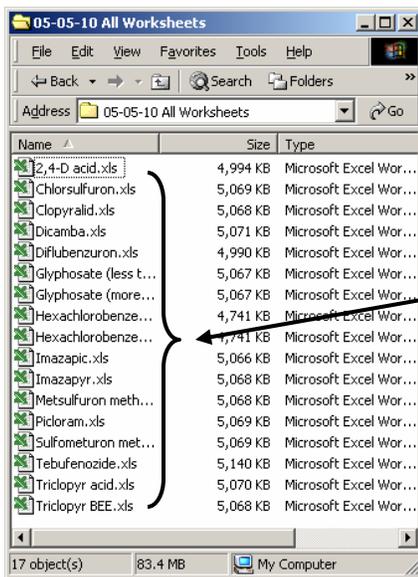


9. Once you have selected the location you want to use (step 8) click 'OK'

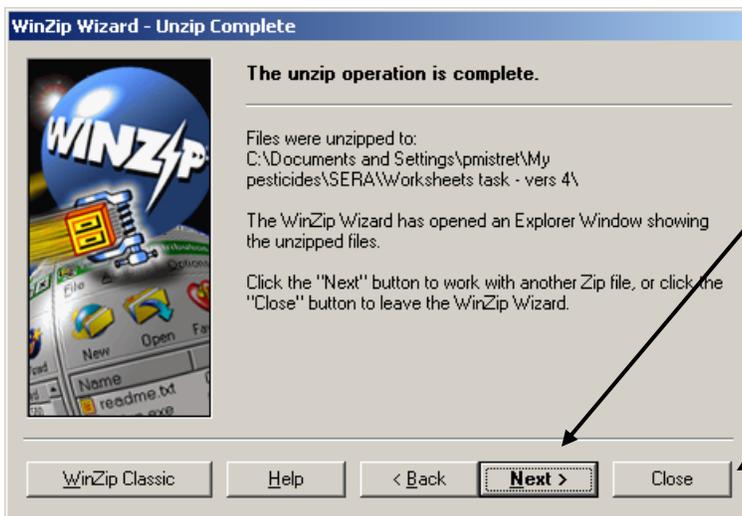
8. Select and open the location in which you want the file saved (just as you normally select a folder or document.)



10. Click the 'Unzip Now' button.



11. You will see the files in the designated location apparently loose or within a file folder with the same name as the zip file that you unzipped.



12. If you have another file to unzip (as in the case of the risk assessment workbooks) click 'Next', which will put you back at the 2nd step above. Run through the steps with the new zipped file (selected in the third screen above).
OR
12. If you are finished, click on 'Close' to exit the unzip program.

