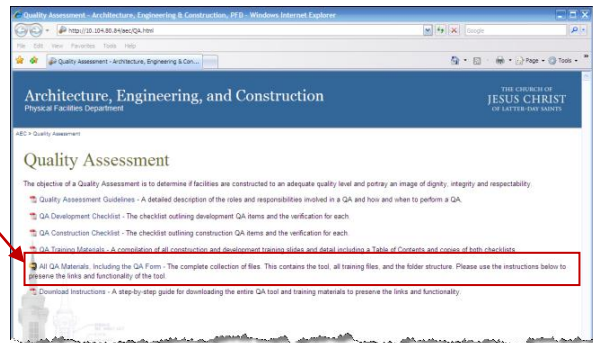


QA Downloading Instructions for Native Extraction Tool in Windows XP

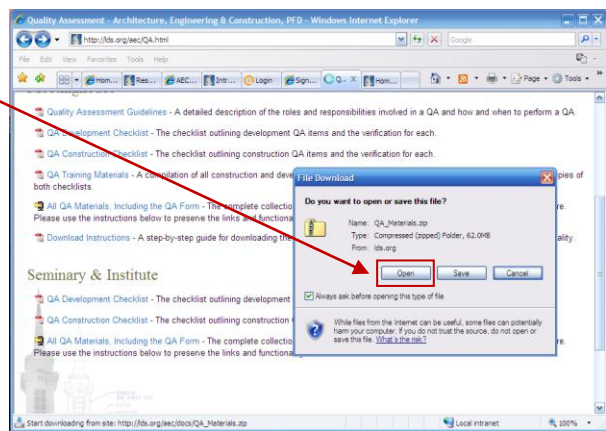
To preserve the links within the tool and all tool functionality, it is important to download the files following these instructions.

- 1 Click the *link* to download the entire tool.

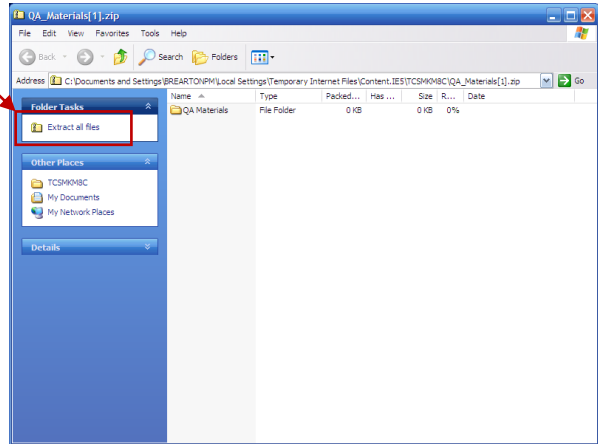


The File Download window appears and may look slightly different from the graphic.

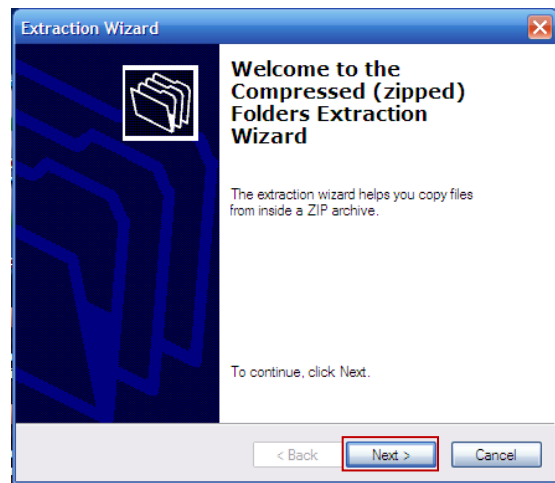
- 2 Click Open.



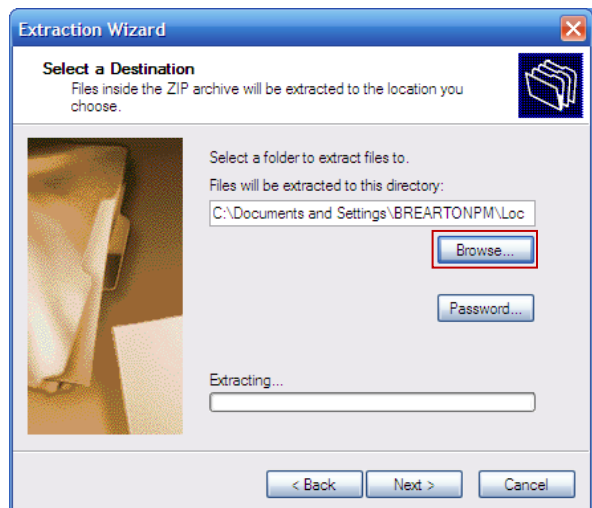
3 Click **Extract all files**.



4 Click **Next**.



5 Click **Browse** to select the folder to which to save these files and click **Next** then click **Finish**.



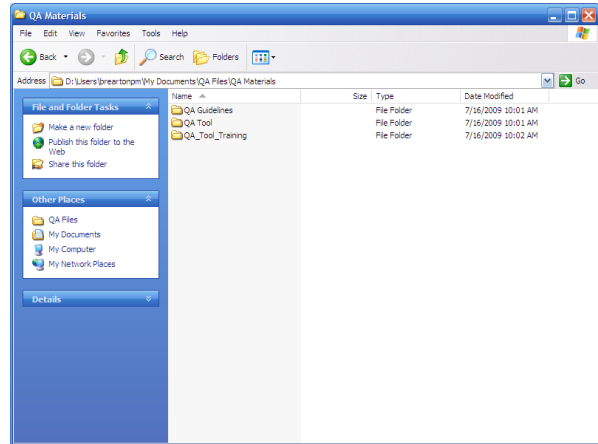
The list of extracted files appears.

-
- 6 After the extraction completes, these folders should appear in the location you selected in Step 5. It's important that they remain in the same relationship to one another and that you do not change the names of the files or folders. The folders include:

QA Guidelines – Contains the PDF of the detailed information on QA roles and responsibilities.

QA Tool – Contains the Excel spreadsheet tool.

QA_Tool_Training – Contains the training slides and training detail in separate folders.



-
- 7 To use the tool, **double-click** or **open** the **QA Tool** folder and **double-click** the **.xlsm** file.

