

# QA Downloading Instructions for WinZip

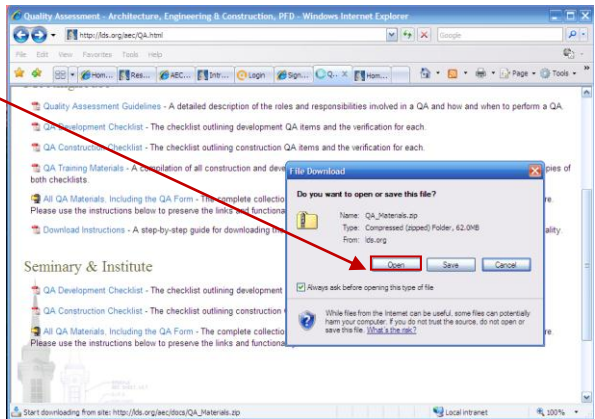
To preserve the links within the tool and all tool functionality, it is important to download the files following these instructions. WinZip is a 3<sup>rd</sup> party program that is not embedded in the operating system and although it is still in use in some parts of the Church organization, it is being replaced by the native compression program available through Windows Explorer.

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

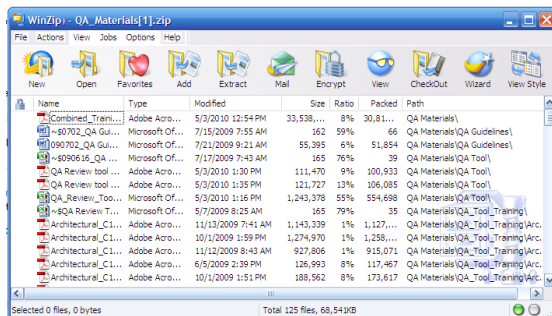
*The File Download window appears and may look slightly different from the graphic in Step 2.*



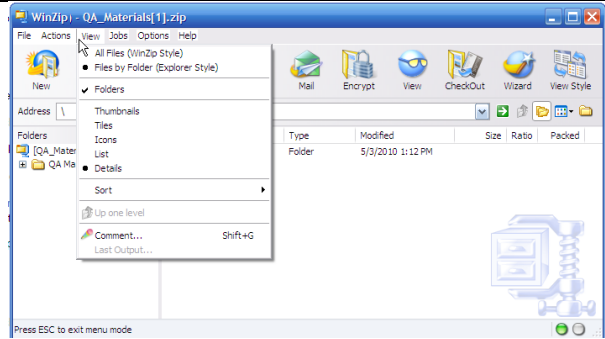
- 2 Click Open.



- 3 If you see a list of files such as this, change the view by performing the next step. If you see a folder in the window, proceed to Step 4.

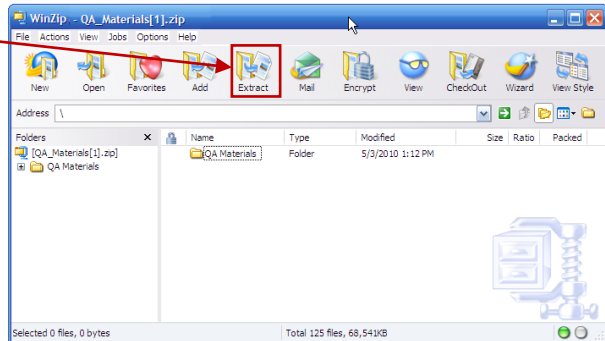


Click View and select Files by Folder (Explorer Style)



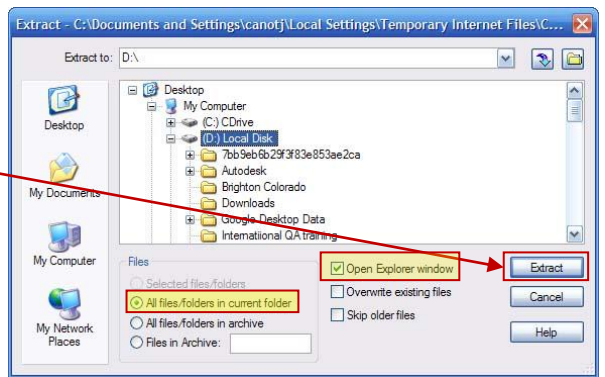
4 Click Extract.

The window shown may look slightly different. Look for the Extract icon at the top of the window.



5 Ensure that All files/folders in current folder and Open Explorer window are enabled, and then navigate to the location where you want to save the files. Click Extract.

The list of extracted files appears.

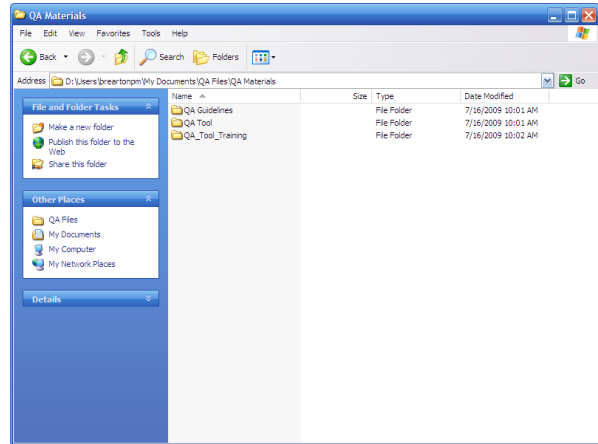


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- 6 After the extraction completes, these folders should appear in the location you selected in Step 5. It's important that they remain in the same relationship to one another and that you do not change the file or folder names. The folders include:

**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.



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

