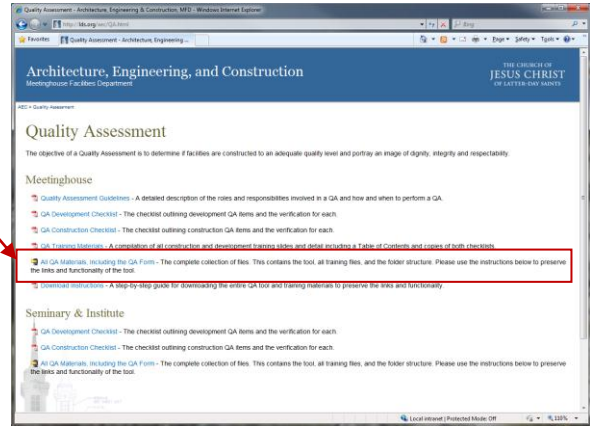


QA Downloading Instructions for Windows 7

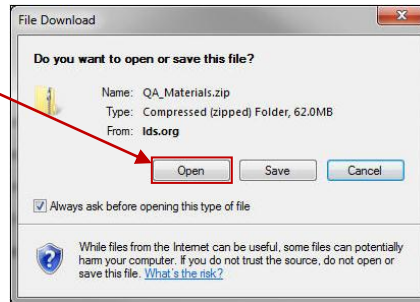
To preserve the links within the tool and all tool functionality, it is important to download the files following these instructions.

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

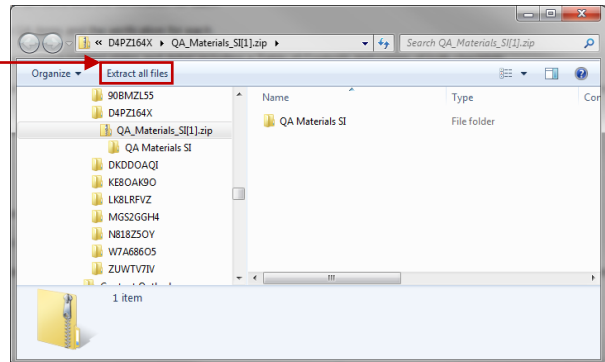


The File Download window appears.

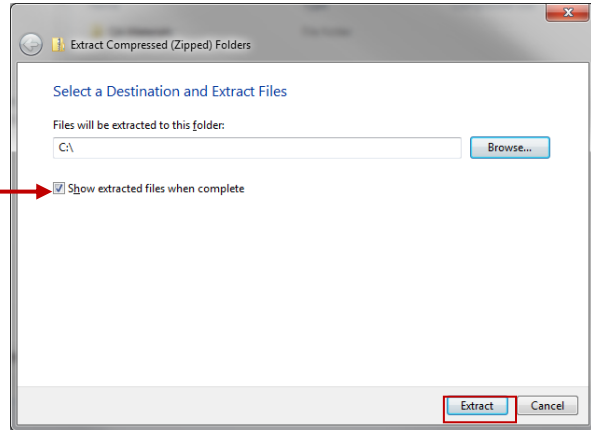
- 2 Click Open.



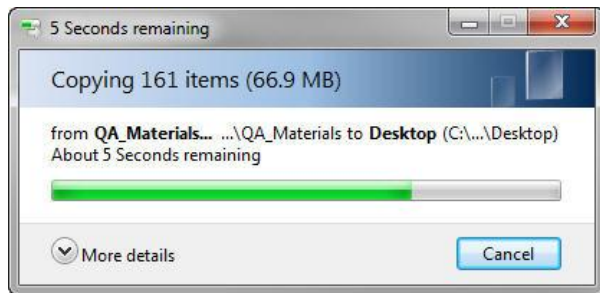
- 3 Click Extract all files.



- 4 Click **Browse** to select the folder where you want to save these files, click **OK** after selecting the destination, and then click **Extract**. You can show the extracted files at the end of the process by ensuring the box is checked.



- 5 The pop-up shows the download progress and will close on its own.

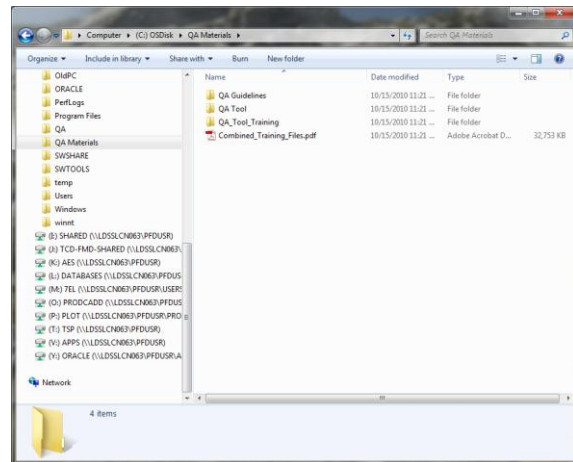


- 8 These folders should appear in the location you selected in Step 4. It's important that they remain in the same relationship to one another and that you do not change the names of the files or folders. The folders include:

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.



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

