## **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  $3^{rd}$  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.



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.

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All files/folders in current folder

All files/folders in archive
Files in Archive:

Overwrite existing files

Skip older files

Cancel

Help

appears.

The list of extracted files My Netwo Places 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.

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

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