

Downloading Instructions

We recommend downloading a copy of Winzip (www.winzip.com), but windows XP can extract ZIP files. We will cover both ways of working with zip files.

To download files on to your computer follow these steps:

Step 1. Place the cursor over the file you wish to download - *the cursor should change to a hand.....*

Step 2. Click the right mousebutton and select the menu option *Save Link As...*

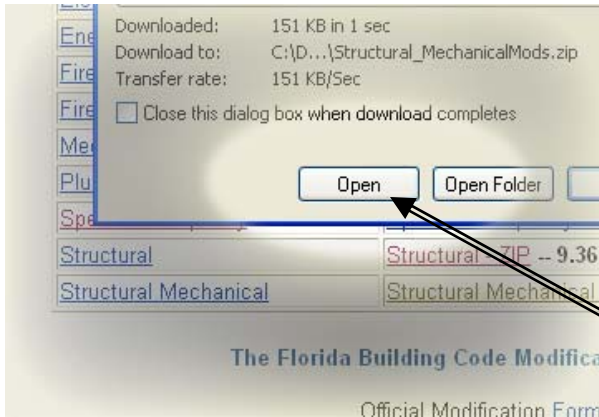
or

Save Target As...



Step 3. The correct filename should appear automatically but you should change the drive (C:,D:, etc.) to an obvious place for later retrieval. Good practice is in your “My Documents” folder inside a newly created folder.

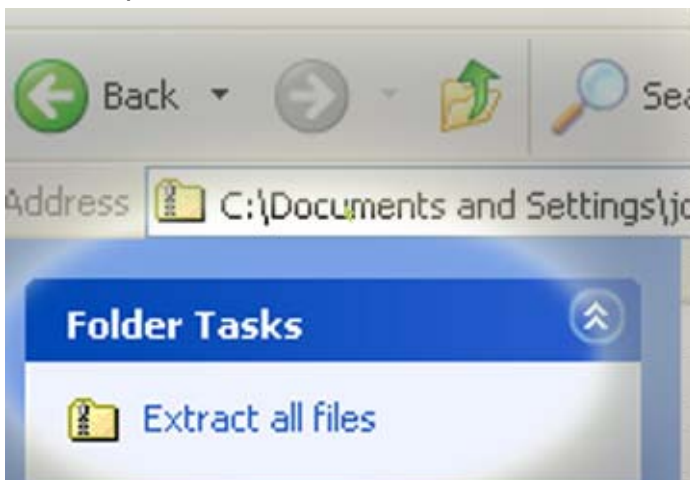
Step 4. This downloads a .zip file. Depending on which file you're downloading and how fast your connection is, it may take anywhere from a few seconds to a few minutes to download.



Windows prompts you with a box that says do you want to open this file now. Now click the "Open" button to open the file you just downloaded. At this point, if you have winzip installed, Winzip will launch and follow Winzip installation instructions located in the Winzip installation folder.

If you don't see the "Download complete" dialog box, just open the folder where you saved the file and double-click on the icon for the file there.

Step 6. If Winzip doesn't load and windows opens up a window similar to the one below then follow the prompts and extract the files to a new folder in an obvious place.



Step 7. Once these files are extracted, find the folder and double click on the MICROSOFT Word file to open the chart (shown below). Inside the chart all Amendments are clickable by hyperlink.

