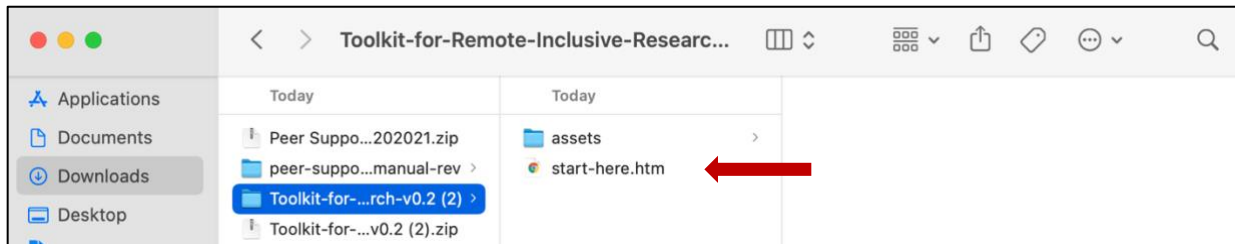


## How to Open a Toolkit Zip File

Our toolkit downloads as a zipped folder that you will need to unzip in order to access. Opening a zipped folder can cause frustration if you do not know how to do so properly. The intent of this step-by-step guide is to show you how to unzip and open the Toolkit.

Mac Users:

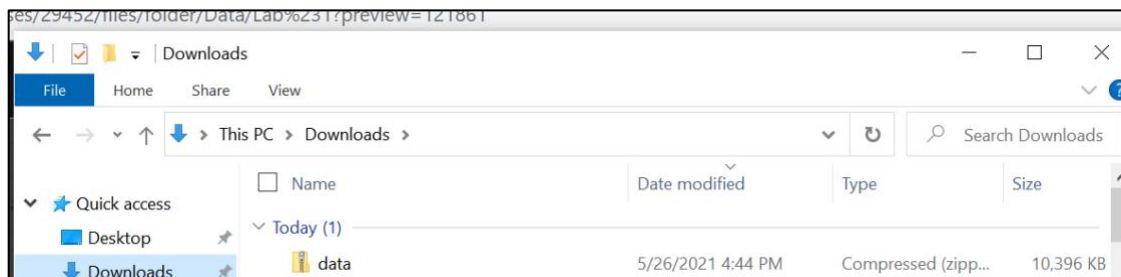
1. Click the link on the website to download the toolkit you want to use. By default, the zipped file will save to your downloads folder.
2. Open **Finder** and select the zipped folder.
3. Double-click to unzip the file.



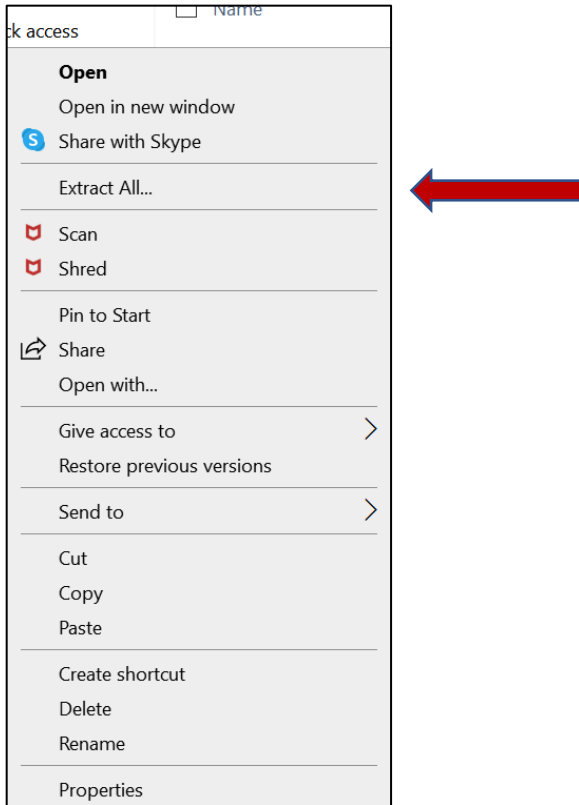
4. Double click the HTML file called **Start-here.htm**. The file will open in a tab in your default web browser.

PC Users:

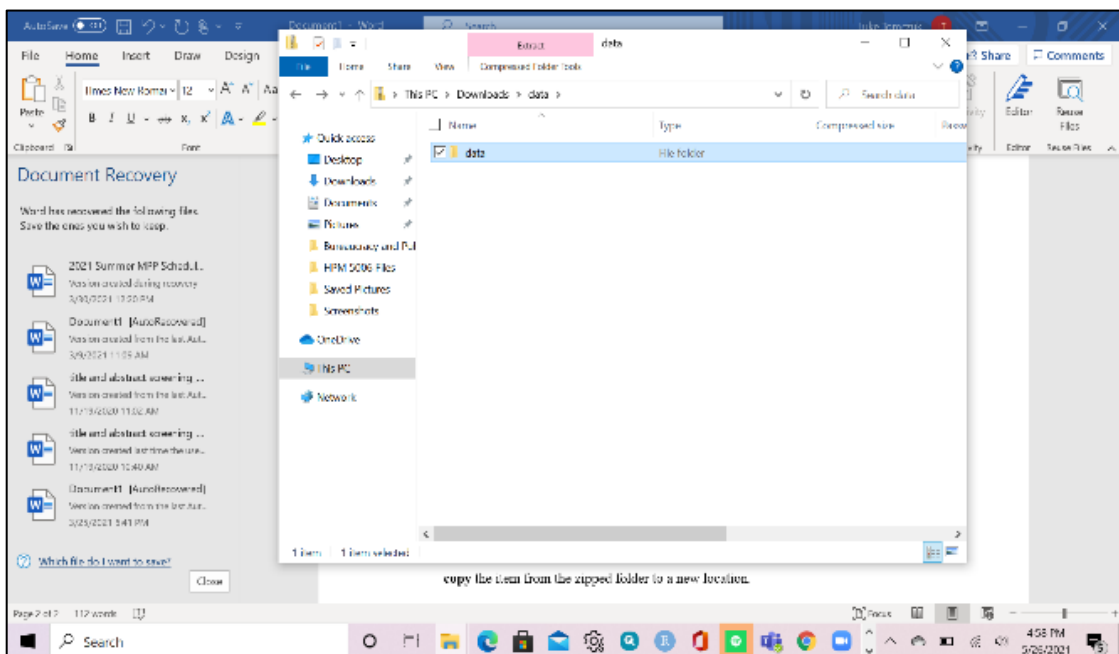
1. Click the link on the website to download the toolkit you want to use. By default, the zipped file will save to your downloads folder.
2. Open **File Explorer** and select the zipped folder.

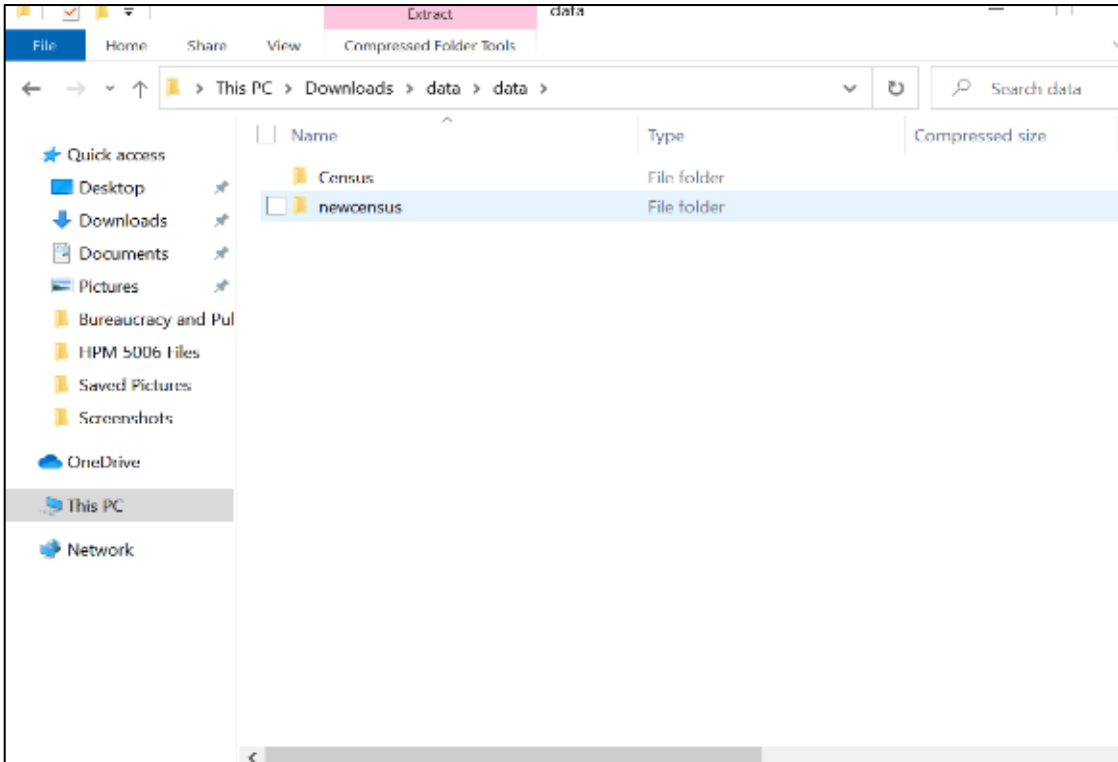


3. To unzip the entire folder, right-click **Extract All**, and then follow the instructions.



4. To unzip a single file or folder, double click the **zipped folder** to open it. Then, **drag or copy** the item from the zipped folder to a new location. This could be your desktop or another easy to remember folder or location.





5. Open the unzipped folder and double click the HTML file called **Start-here.htm**. The file will open in a tab in your default web browser.