

## Tuberculosis Program Manual Template Instructions for Using the Self-Extracting Zip File

For a faster download, the entire set of Word files for the *Tuberculosis Program Manual Template* has been compressed into a self-extracting zip file. The self-extracting zip file allows you to unzip (to extract and decompress) the Word files and save them to a folder available for editing.

To start, click on the link: [Entire Template: All Word Files \(Self-Extracting Zip File, 3148 KB\)](#).

You are next offered a choice to run or to save the zip file. When you run the zip file, it extracts and decompresses the Word files and saves them to a folder.

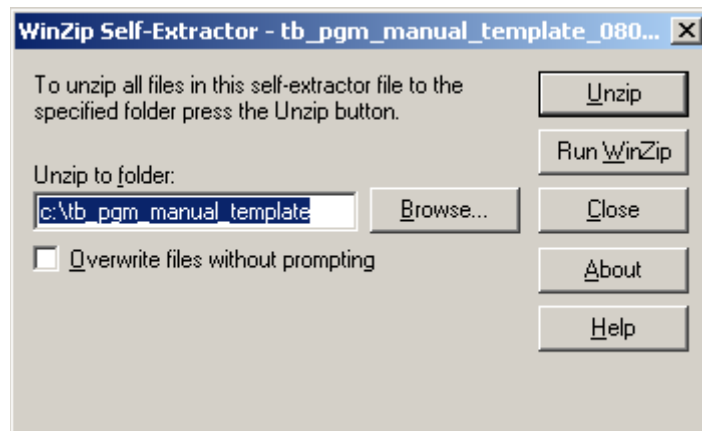
Click the **Run** button to run the self-extracting zip file directly from your desktop.

Click the **Save** button to save the zip file on your computer without extracting and decompressing the Word files. You can run it from there to extract and decompress the files at a later time.

### To run the self- extracting zip file directly from your desktop:

1. Click the **Run** button.

The following dialog box will be displayed:



2. Decide where you want to save the template's Word files and enter that information in the above dialog box.

The default folder where the extract Word files will be stored is **c:\tb\_pgm\_manual\_template**. This folder will be created on your computer (if the folder does not already exist), and the Word files will be unzipped to that default folder.

You may change this folder by typing another folder location and name in the **Unzip to folder** textbox or by clicking the **Browse** button then selecting another folder.

3. Leave the **Overwrite files without prompting** option unchecked. If this option is checked, existing files will be overwritten in the destination folder.
4. Click the **Unzip** button to extract and decompress the Word files to the folder you selected. When the process is complete, a dialog box will alert you that the files unzipped successfully.
5. Click the **OK** button.

#### **To save the zip file in another location:**

1. Click the **Save** button.
2. After the file is saved, a dialog box communicates that the download completed and offers choices to **Run**, **Open Folder**, or **Close**.

To extract and decompress the Word files, click the **Run** button and follow the instructions above to run the self- extracting zip file.

To view the folder and its contents where you saved the file, click the **Open Folder** button.

To do nothing further with the zip file at the current time, click the **Close** button.

#### **To extract and decompress the Word files after saving the zip file to a folder:**

1. Open the folder where the zip file is saved.
2. Double-click on the zip file's name.
3. Follow the instructions above to run the self- extracting zip file.