

How to Download and Extract (Unzip) WinZip Files

Each training module in this series, “Strengthening Communication and Building Partnerships with Family Caregivers,” includes a PowerPoint presentation with associated audio and video media files. Since the files sizes are large and need to be saved in (and used from) the same computer folder, we have packaged them all together in a WinZip file. Please follow the instructions below to download each WinZip file, extract (unzip) the files inside, and save those files to your computer.

There are different instructions (see below) depending on your computer’s operating system and configuration. Use the instructions that fit your situation:

- A. If you are using Windows XP with WinZip installed on your computer
- B. If you are using Windows XP without WinZip installed on your computer
- C. If you are using Windows 7 with or without WinZip
- D. If you are using a Mac OS

Important note: ***Before you begin, think about where you want to download and save the files you’ll be using. You may wish to create new folders for this purpose.*** Remember to save each PowerPoint presentation and its associated media files together in the same folder. If you download another presentation and its media files for a different module, make sure you save those in a different folder. Also, we recommend that you use only one PowerPoint presentation at any one time. If you have two presentations open, it is possible that one presentation will play the audio or video media associated with the other presentation, even if they are saved in a different folder.

A. If you are running Windows XP **with** WinZip installed on your computer:

1. Click on the link on the SCAN website to access these modules.



Strengthening Communication and Building Partnerships with Family Caregivers

Through developing skills, tools, tips and practice time, this training is designed to enhance the communication skills of DCWs with family members, thereby increasing everyone's satisfaction and comfort level. These four one-hour modules include practice scenarios, video clips, activity worksheets, and handouts for trainers. Sessions include:

- Building a Sense of Mutual Respect and Trust with Family Members
- Explaining Your Role to Family Members and Clarifying Expectations
- Understanding and Responding to Emotional Reactions of Family Members
- Understanding and Responding to Family Members When They are Angry

Click on link

2. Choose any module's PowerPoint WinZip file to download, and then click on its link. (Note: In this example, we will be downloading and saving the file called Module_2_PPT_files.zip.)



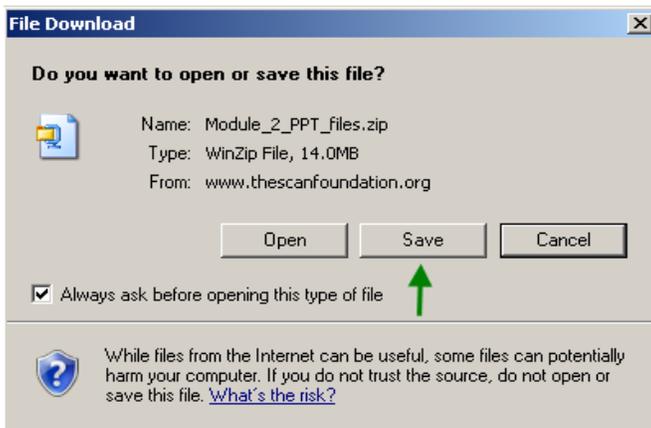
Module 2 -- Explaining Your Role to Family Members and Clarifying Expectations

July 19, 2011 FILES: Module_2_PPT_files.z..., Module_2_Instructor_..., Module_2_Instructor_...

The goal of this module is to help the direct care worker explain appropriate aspects of their role to family members develop clear and realistic expectations.

Click on a file you would like to download.

3. Click **Save** to save the WinZip file on your computer.



File Download

Do you want to open or save this file?

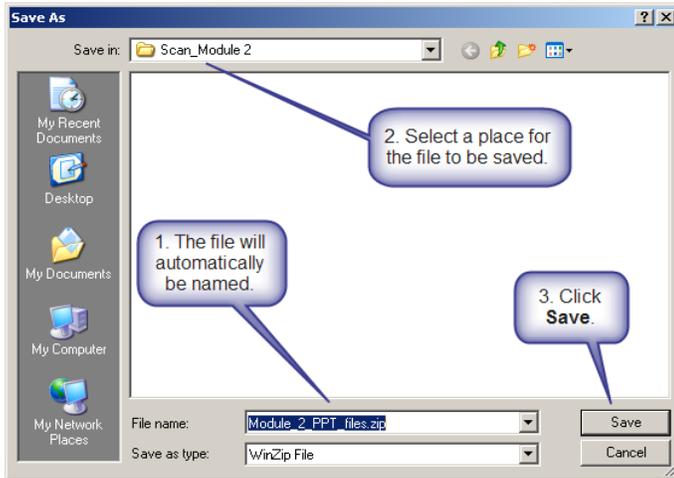
Name: Module_2_PPT_files.zip
Type: WinZip File, 14.0MB
From: www.thescanfoundation.org

Open Save Cancel

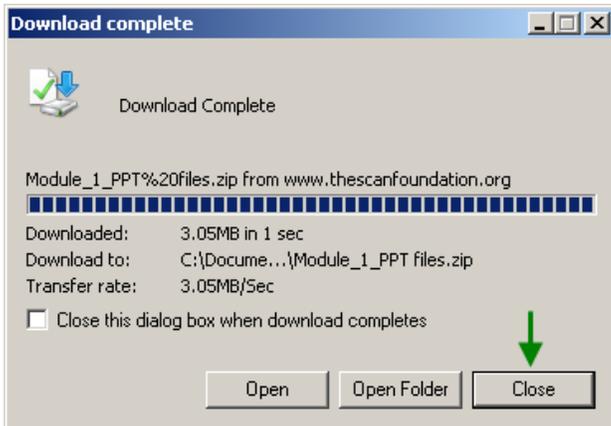
Always ask before opening this type of file

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

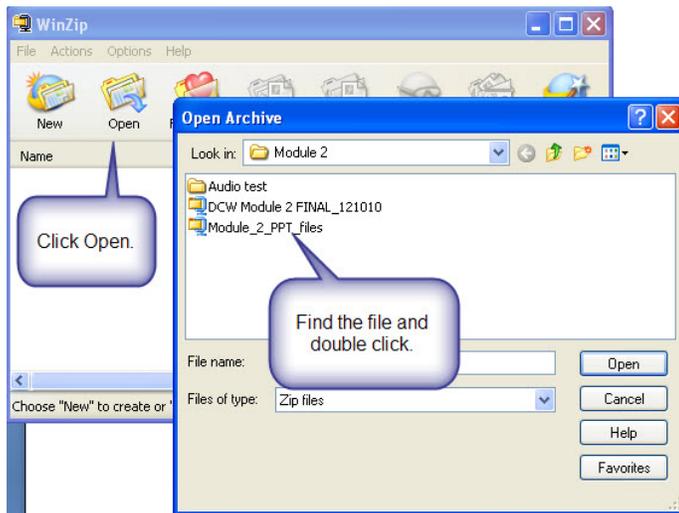
4. The **Save As** window will open. The file will automatically be named, so select a place (folder) for the file to be saved. (Note: Put the file in a folder you'll remember.) Then, click **Save**.



5. Once the download is complete, click **Close**.

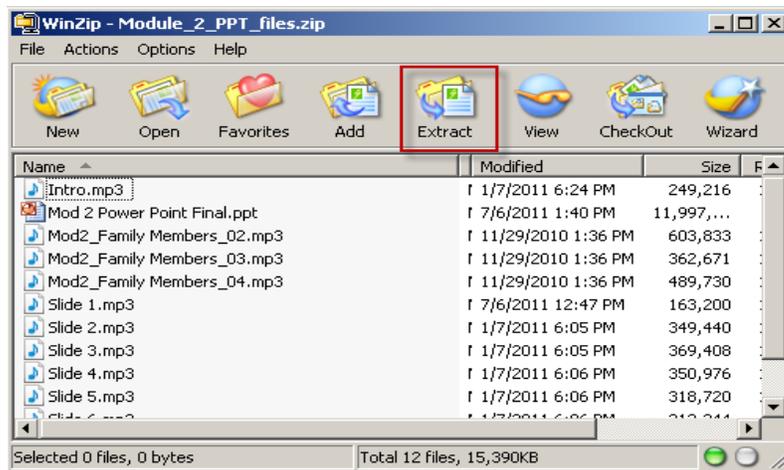


- Now, open WinZip (program installed on your computer) and click the “Open” button to find the WinZip file you just saved. Then, double click on the file.

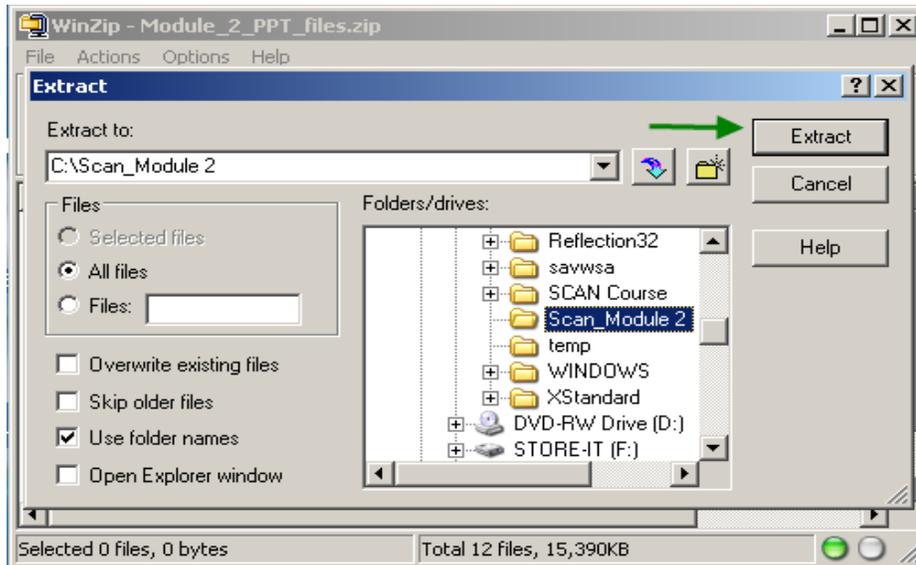


(Note: As an alternative, you can click on “My Computer,” find the WinZip file you just downloaded, and double click on it.)

- When the WinZip file opens, click **Extract**.



- Designate a place (folder) on your computer for the files to be extracted and saved, and then click **Extract**. (Before this step, you may want to create new folders for each WinZip file you'll be extracting. In any case, make sure you extract/save each module's files into a different/separate folder. For example, if you download PPT files for Module 1 and Module 2, do not save them in the same folder, or they will not play correctly.)



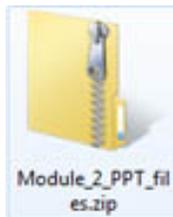
- The files have been extracted and saved to the folder you designated. You may now close this WinZip window, open PowerPoint, and play the presentation.

B. If you are running Windows XP **without** WinZip installed on your computer, you must first download a program like WinZip to get the files. Then follow the procedure in Section A above. To download and install WinZip, go to <http://www.winzip.com>. You can “test drive” the software before you buy.

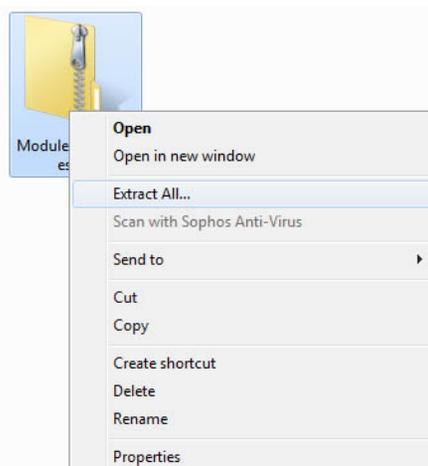
C. If you are running Windows 7 **with or without** WinZip:

(Note: Even if you do not have WinZip on your computer running Windows 7, this operating system has a built-in file unzipping utility, so you may use these instructions.)

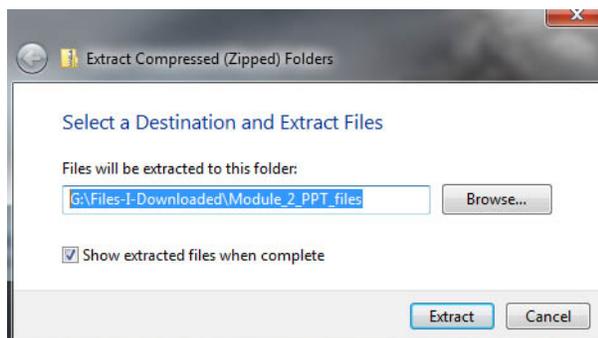
1. Right-click the WinZip file you want on the SCAN website, and left-click on “**Save Target As.**”
2. Select the location where you would like to save the file on your computer, and click “**Save.**”
3. On your desktop, navigate to the place on your computer where you saved the WinZip file, then right-click on the file. (In this example, we are showing the “Module_2_PPT_files.zip” file.)



4. Click on “**Extract All.**”



5. Click “**Extract.**” Your files will appear in a new folder in the same location as the original zip file.



D. For Mac OS users:

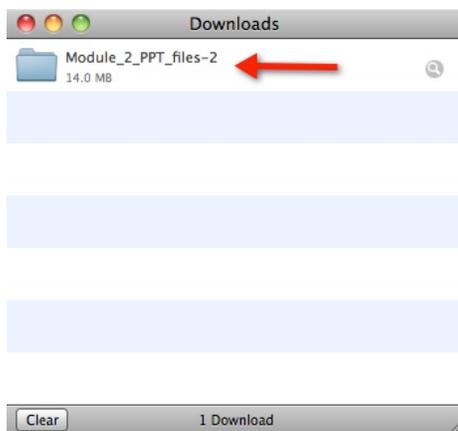
1. Click on the .zip file you wish to open.



Module 1 -- Building a Sense of Mutual Respect and Trust with Family Members
July 19, 2011 FILES: Module_1_Instructor_..., Module_1_PPT files.z..., Module_1_Instructor_...
The goal of this module is to help the direct care worker communicate efficiently and effectively with the family members of patients in your care.

Module 2 -- Explaining Your Role to Family Members and Clarifying Expectations
July 19, 2011 FILES: Module_2_PPT_files.z..., Module_2_Instructor_..., Module_2_Instructor_...
The goal of this module is to help the direct care worker explain appropriate aspects of their caregiver role and help family members develop clear and realistic expectations.

2. Once the .zip file downloads, you'll notice that it is no longer a zipped file, so you won't have to worry about extracting it from its zipped form. Double-click on the file to see the contents.



3. The extracted files are ready for use.

