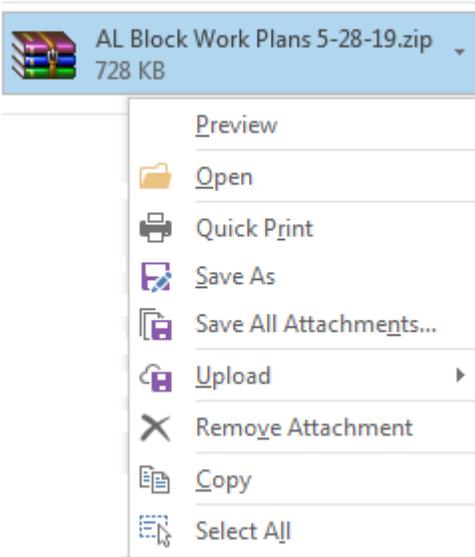


Opening Work Plan Zip File

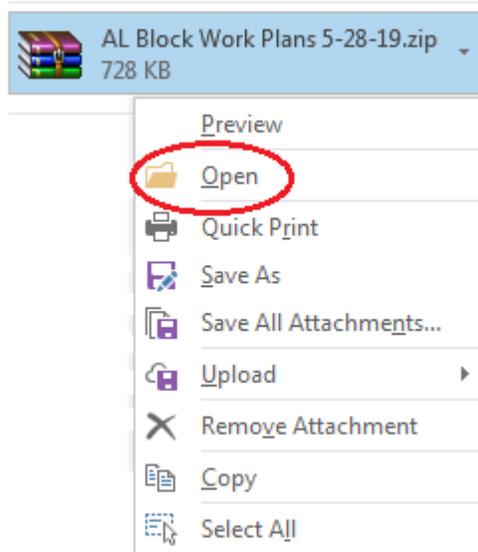
1. Locate and open the email with the included Work Plans zip file.



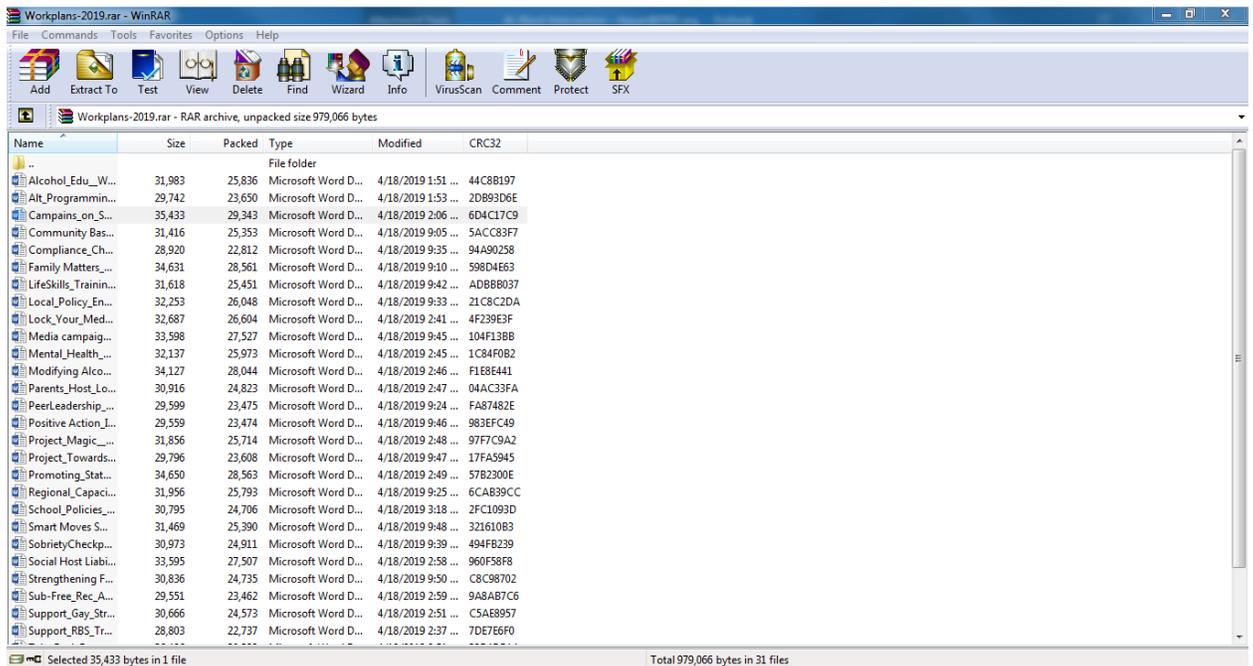
2. Right click on the zip file (a menu should appear).



3. Select **Open** or **Extract All**, and then follow the instructions on your computer



- A new window should appear with all included intervention work plans.



- To open, double-click on an intervention work plan you wish to use. The work plan will then appear as a Word document. If you choose to edit the work plan, simply go to the “File” tab in Word, select “Save As” and save the work plan in your preferred location.