1. Click on the file download



1. Choose “Save As”



1. Choose an appropriate place to save the file and press “Save”.



1. Press “Open Folder”.



1. The zip file now needs to be extracted the password entered.

If, however you receive the following error message :

‘Compressed (zipped) folders error

Windows cannot complete the extraction

The destination file could not be created.’

Delete the previous download first from the saved folder.

Then re-download again and ‘Save as…’

Do the following after it has been ‘Saved As…’ Do not attempt to un-zip or open the zipped folder

1. Go to the place where the zipped folder has been saved
2. Right click on the zipped folder and select 7-Zip > open archive



1. Double click on the document(s) that appear and then enter the password in the pop-up box.