Installation instructions

- ***If you don't have Windows 7:***
(1) Create a folder on your <u>local or network</u> directory (e.g., call it "Seminars" or "Member
    Seminars") to house all your Seminars in a Box for Members titles.
    To create a new folder: *Browse to Windows Explorer or My Computer and locate your*
    C:\ drive. Double-click on your C:\ drive and where there's not an icon, right click and
    select New Folder. As stated above, consider naming this folder "Seminars."
(2) Extract the zip file to the folder you just created.
(3) To open Word documents, open in Microsoft Office Word.
    To open PowerPoint file, open in Microsoft Office PowerPoint.
    Important: *Inside the PowerPoint file is a link to the .wmv file. Keep those two*
    documents together—in the same folder/directory.

- ***Windows 7 will automatically open the zip file:***
(1) On your keyboard, click the Control Key and the A key to select all files
(2) Right click on highlighted files, choose "Copy"
(3) Go to the folder you created (see "To create a new folder" above), right click, and
choose "Paste"