

### Instructions for File Download Form RO-5, Animal Use Protocol – Opening file

When you click on “Compressed zip files” a message window will appear –  
Do you want to open or save file?

If you select “**OPEN**” make certain that the file is being opened on the c:drive

Another message window will appear and on the left of the screen will be a folder task.  
Select “Extract all files”.

A wizard will then lead you through the process of converting the files.

Once the wizard is complete, a new window screen will appear in windows explorer and on the left panel there will be a section “files and folder tasks”. To the right of the panel will appear the two files “Instructions for Animal Use Protocol” and the second file is the “Animal Use Protocol Form”.

Select “Animal Use Protocol Form” and you will see blue highlighted words. If you place your cursor on the whole highlighted word and hold down the control button and left click the mouse, the file will switch between the instructions and the form.

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### Instructions for File Download Form RO-5, Animal Use Protocol – Saving file

When you click on “Compressed zip files” a message window will appear –  
Do you want to open or save file?

If you select “**SAVE**” . A message window will ask where do you want to save the file R05form.zip? Make certain that the file R05form.zip is saved to somewhere on your c:drive.

Open “**Windows Explorer**” and find the folder where you saved the file. Open the folder and on the left panel of the screen will be a folder task and to the right you will see the two files that were extracted. **DO NOT OPEN** these files because they are **NOT** linked. To link the files click on “Extract all files” that appears on the left panel.

A wizard will then lead you through the process of converting the files.

You will now see a new screen in Windows Explorer and the panel on the left will read “Files and Folder Tasks”. To the right of the panel will appear the two files “Instructions for Animal Use Protocol” and the second file is the “Animal Use Protocol Form”. The files are **NOW** linked.

Select “Animal Use Protocol Form” and you will see blue highlighted words. If you place your cursor on the a whole highlighted word and hold down the control button and left click the mouse, the file will switch between the instructions and the form.