

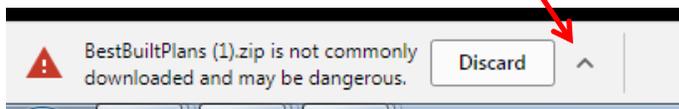
## How to Download and Install the Site Planning Tool and Interactive Training and Coaching Resources Application on Your PC

(**Note:** This is a PC-based tool and will not work on MACs. The online version of the Site Planning Tool and other training resources will work with both MACs and Windows)

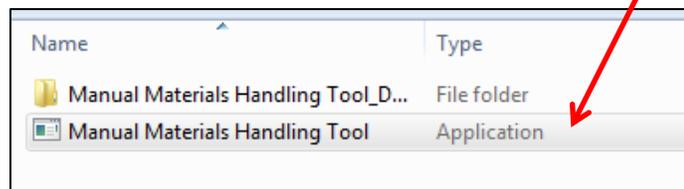
1. After clicking the download link, a notification of download will appear on the bottom of your screen.



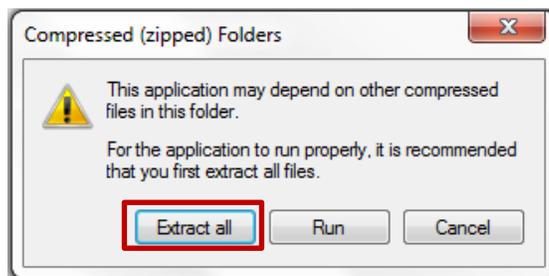
Depending on your computer's settings, the folder will either automatically open once the download is complete, or you will have to click on the downloaded notification to open the folder. **If you receive the following message click on the up arrow – two options will appear – click on "Keep".**



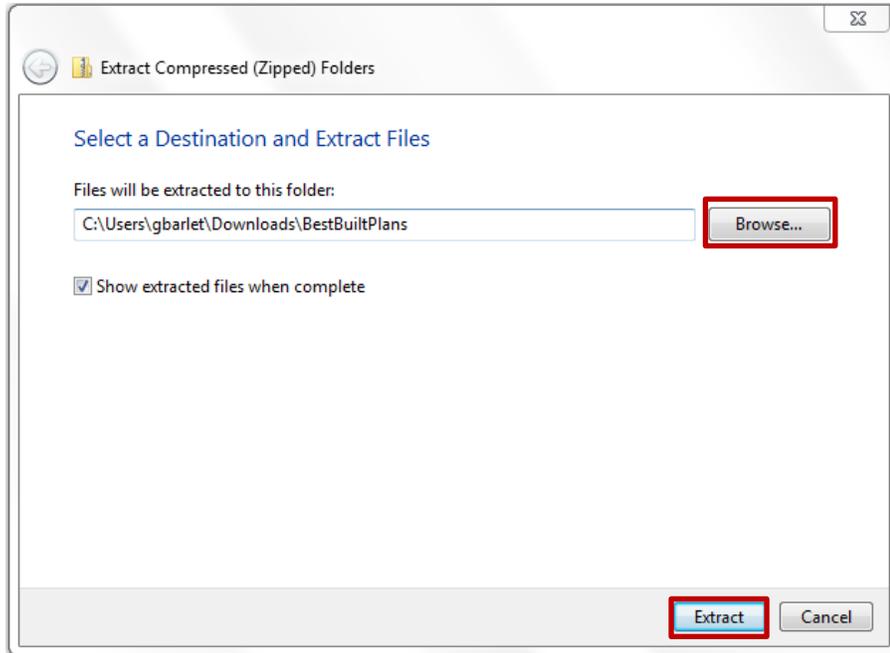
2. Because the download file is compressed (in a .zip file), you must extract the file's contents before setup can begin.
  - a) Double-click the Manual Materials Handling Tool application and follow the instructions to complete the installation.



- b) Click **Extract All**

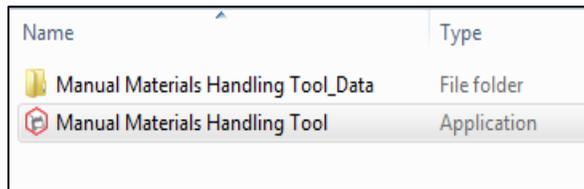


- c) Select a place on your machine that you'd like the content extracted to by clicking **Browse**, and then click **Extract**.

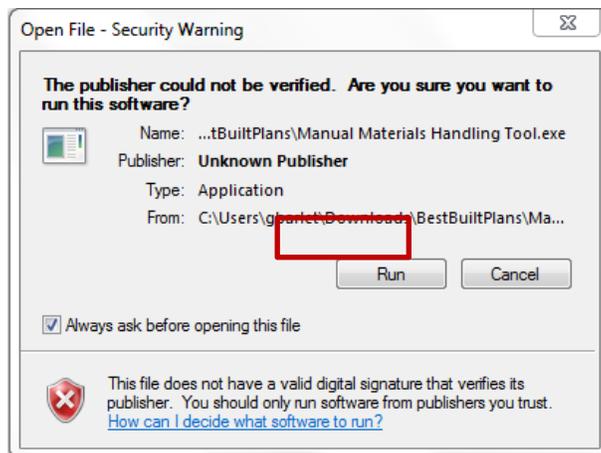


3. Once the files are extracted, a new window will appear.

- a) Double-click on the Manual Materials Handling Tool application.

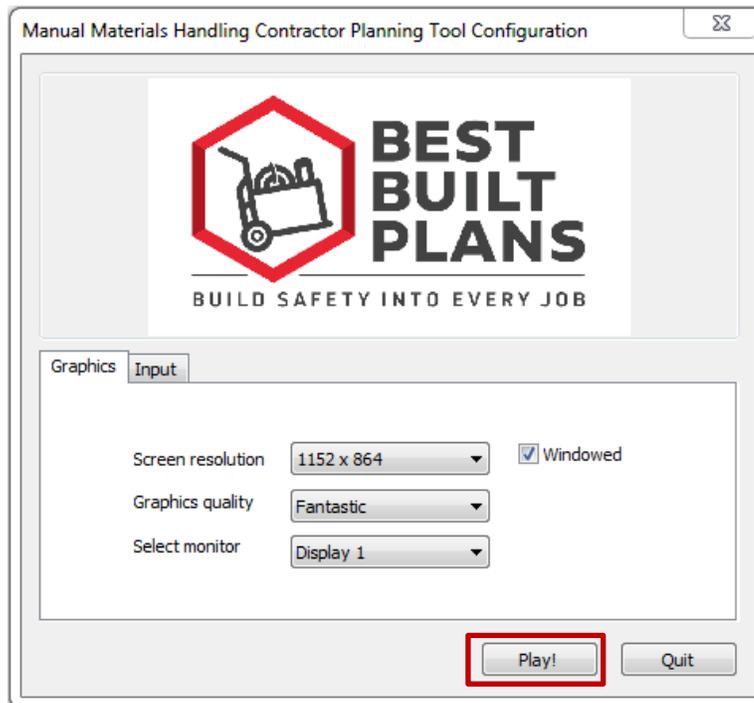


- b) Select **Run**



4. A pop-up box will appear asking you to select **Play!** or **Quit**.

a) Click **Play!**



5. The Manual Materials Handling Contractor Planning Tool should appear as shown below.

