

## Directions for Downloading and Playing the Mandated Reporter Training Video

This document contains background information that you need to know about the video file you wish to download. It also contains directions for downloading the video and directions for opening/playing the video. This document doesn't contain directions for burning the video to CD.

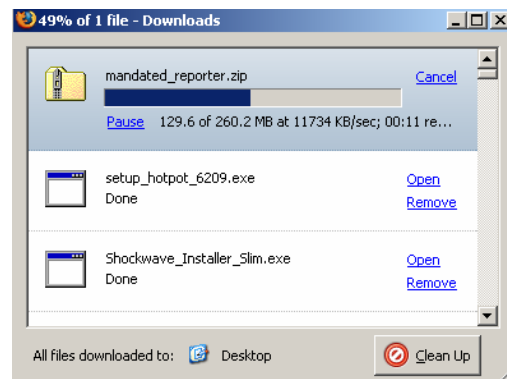
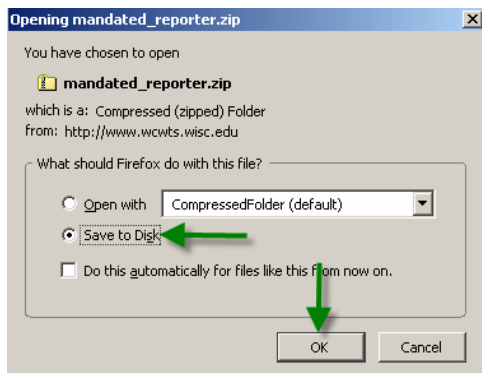
### Background information you should know:

1. The video will download in a **zip** file. To open the zip file you will need to have a **zip/unzip** software application. You will already have this software if your computer has the Windows XP or Windows Vista operating system. In contrast, you will need to download a zip/unzip software application if your computer has Windows 2000 or an earlier version. Download Winzip free at <http://www.winzip.com/index.htm>.
2. The video has been published in a Windows Media file format. You will need the Windows Media Player to view the file. If you don't have this player, you can download it for free from the Microsoft web site (<http://www.microsoft.com>).
3. You will want speakers or headphones to listen to the audio that accompanies the video.

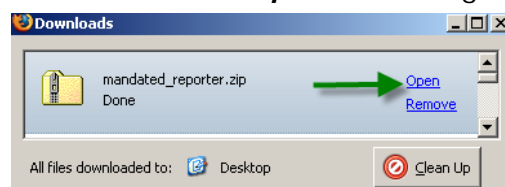
### Directions to download the video:

**Note:** The video file is quite large in file size (260 MB). It will take a fair amount of time to download. You may wish to start this download while you go get lunch or as you leave for the day. Download time will vary depending upon your Internet connection speed.

1. Start on the **Mandated Reporter training web page**, in the **Training Video Options** area. Select the second option by using the "**download a copy**" link.
2. After selecting the link, you will be prompted with a message box asking if you wish to open or save the file. We recommend that you choose **Save to Disk** and then select **OK**. The file will begin to download at that point.



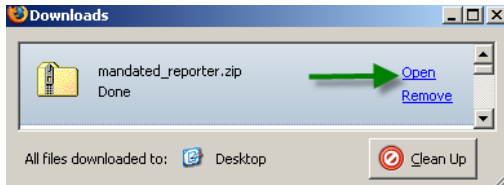
3. You will know that the file has completed its download when the Download window displays as the image below. Select the **Open** link to begin the process of **unzipping** the video.



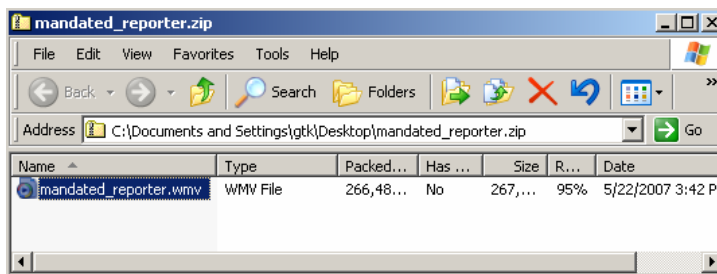
## Directions to “unzip” the video: (Windows computer users)

**Note:** The directions in this series may vary slightly depending upon the zip/unzip software you are using. However, if you are using a Windows computer, the directions are similar enough that they should work for you regardless of software.

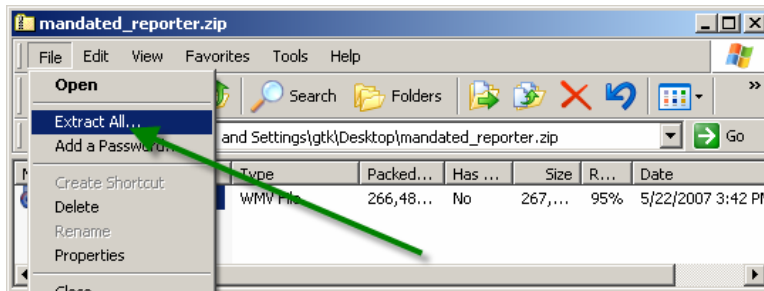
1. Select the **Open** link from the **Downloads** window if you haven’t already done so.



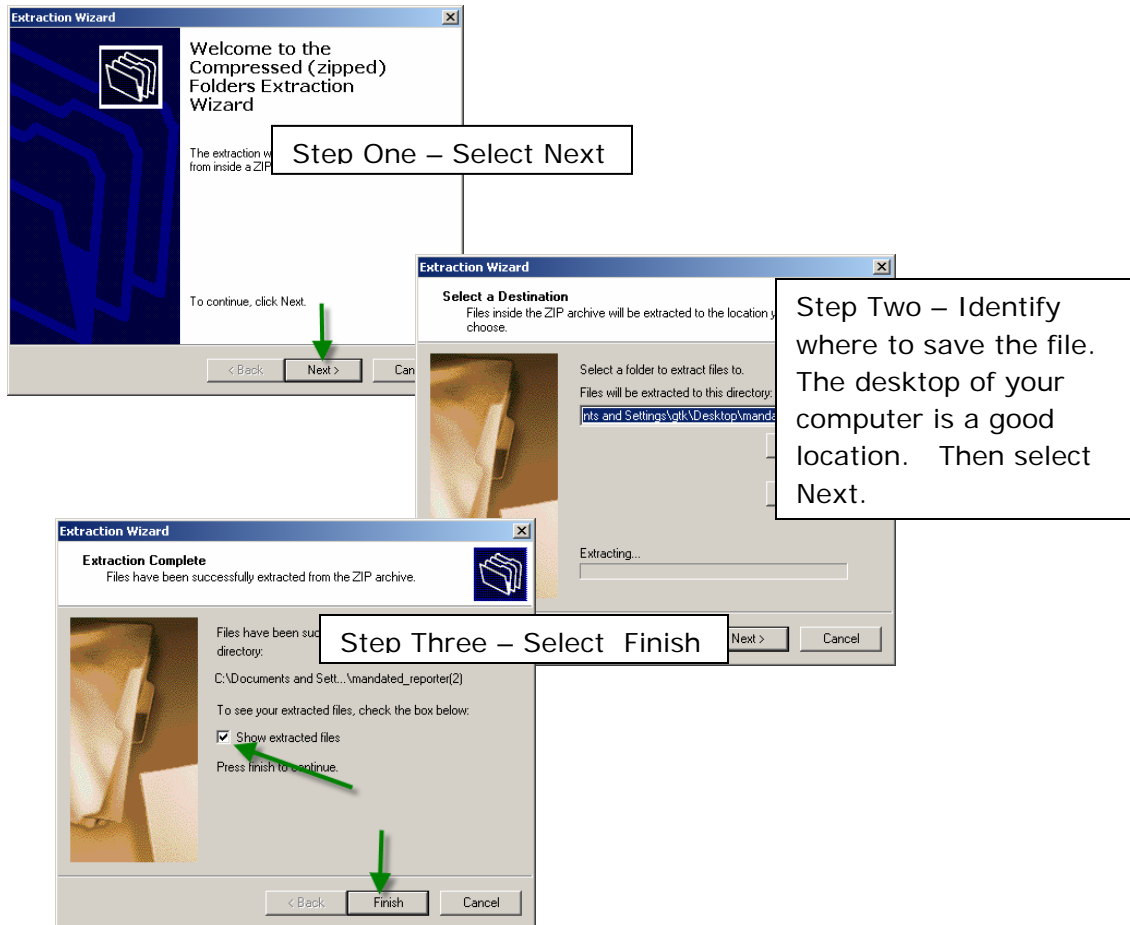
2. The zip file will open and display a window titled, **mandated\_reporter.zip**. **Single click** on the **mandated\_reporter.wmv** file.



3. Next, choose **File** from the menu bar. From **File**, select the **Extract All...** option.



4. The zip/unzip software will walk you through a series of steps at this time.



After completing the zip/unzip process, the video file will be available for you on the desktop of your computer. It is titled ***mandated\_reporter.zip***. You will be able to either play the file or “burn” it to a CD if you desire.

### Directions to “unzip” the video: (Mac OSX computer users)

The directions for this process on the Mac are much shorter. Complete the following:

1. **Locate the zip file** on the desktop of your Mac. It will be titled, ***mandated\_reporter.zip***.
2. **Double click** on the zip file. The unzip software will move the video file out of the zip folder and onto the desktop of your computer.
3. Locate the ***mandated\_reporter.wmv*** file on the desktop of your computer. You will be able to either play the file or “burn” it to a CD if you desire.