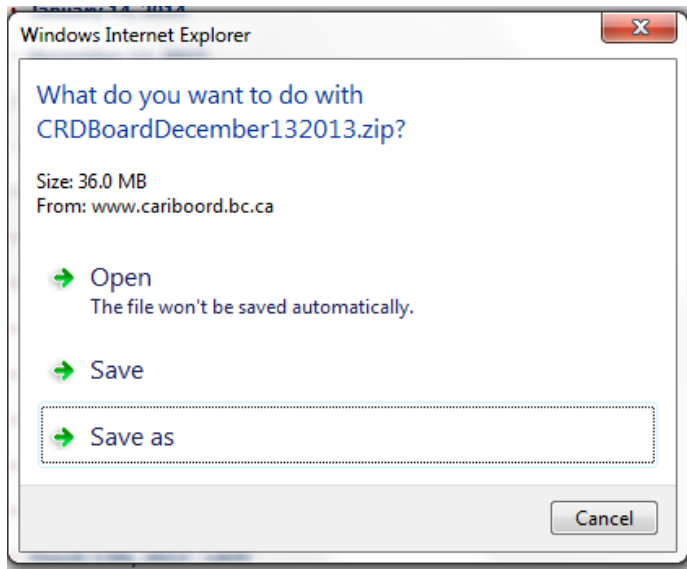


## Procedure to View Agenda Items in a 'Zipped' Agenda File

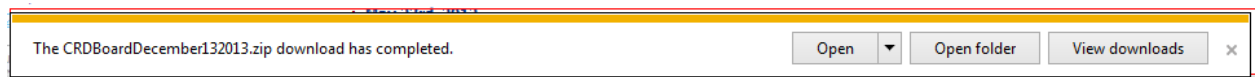
Some of our agendas are in 'zip' format. With Windows 7 & 8, when you click on the file through a browser it will open the agenda directly, but it will not open any of the associated attachments. The following is the procedure to follow to properly save, extract and view a 'zipped' agenda.

1. Goto the Agenda page on our website (<http://www.cariboord.bc.ca/WhatsNew/AgendaArchive.aspx>) and click on an agenda to download.
2. Select 'Save As' in the dialog box:



**Note the file name ends in .zip**

3. Browse to an appropriate folder and click Save. The Downloads folder is a good choice.
4. Once the download is complete a dialog box will appear at the bottom of the screen. Choose 'Open Folder'



5. Right Mouse click the zipped file and choose 'Extract All...'
6. Choose the defaults which will extract the files into a folder in the current directory. Click 'Extract'
7. Double click on 'Agenda' and all links and attachments should open normally.