

Read Me

The NCRP Small Community Toolbox comes as a zipped folder which includes a main document file and Appendices folders. **The folder MUST be unzipped in order to have the document work correctly and for document links to work.** Below are instructions on how to do so.

Extracting Zipped Files

- Verify that the file you have is indeed a zipped folder. (the picture of the folder will have a zipper on it) If it is not zipped this process is unnecessary.
- Right-Click on the folder and select extract all.
- Navigate to the place that you would like to save the document (i.e. Desktop or C: drive).
- Once it is done extracting you can use the document. (Make sure you are using the unzipped version. Your computer will keep both versions.)
- Open the NCRP Small Community Toolbox Summary Document and explore what it has to offer.