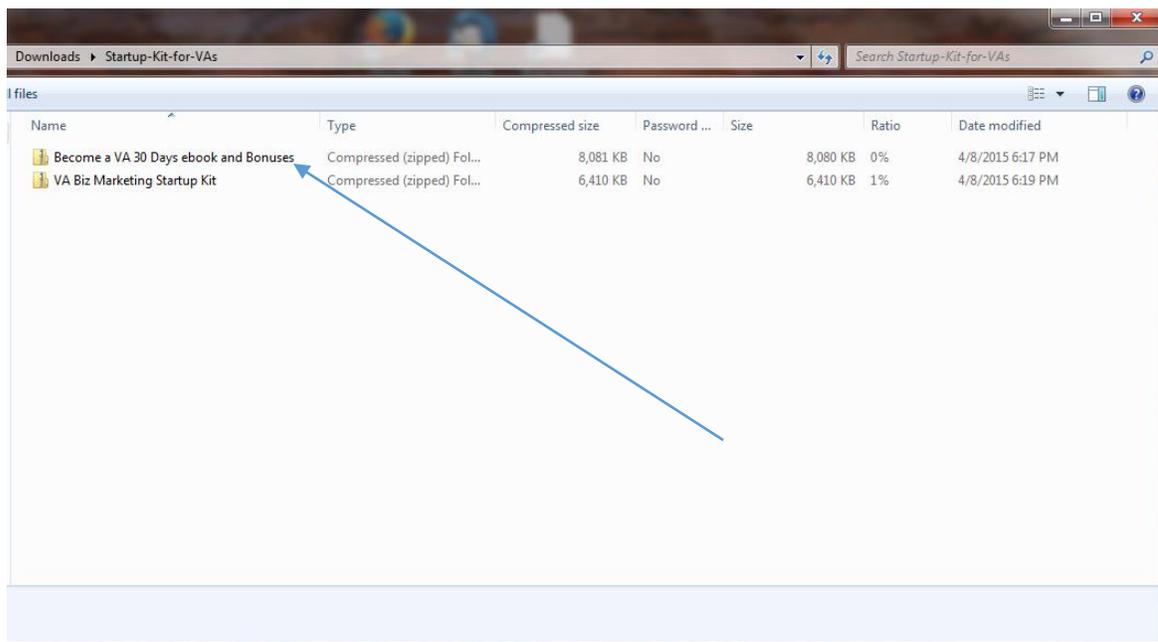


How to Open your VA Kit Zip Files Without Winzip

Download the VA Startup Kit zip file to your Desktop or other location you will easily find it.



You will see **2 zip files** - one for your **30 Day eBook** and bonuses and one for your **business startup kit**.

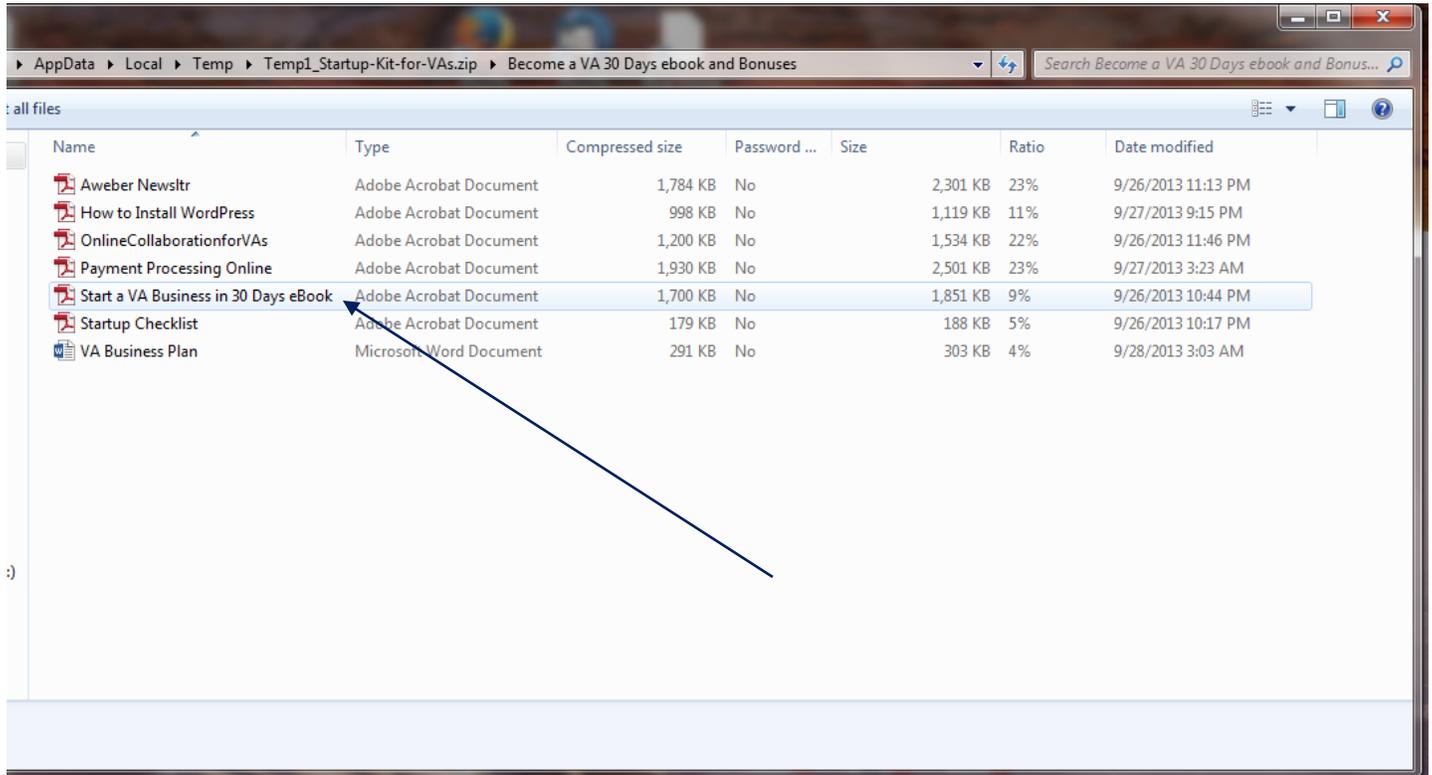


You will need to unzip each of these files to locate everything in your Startup Kit.

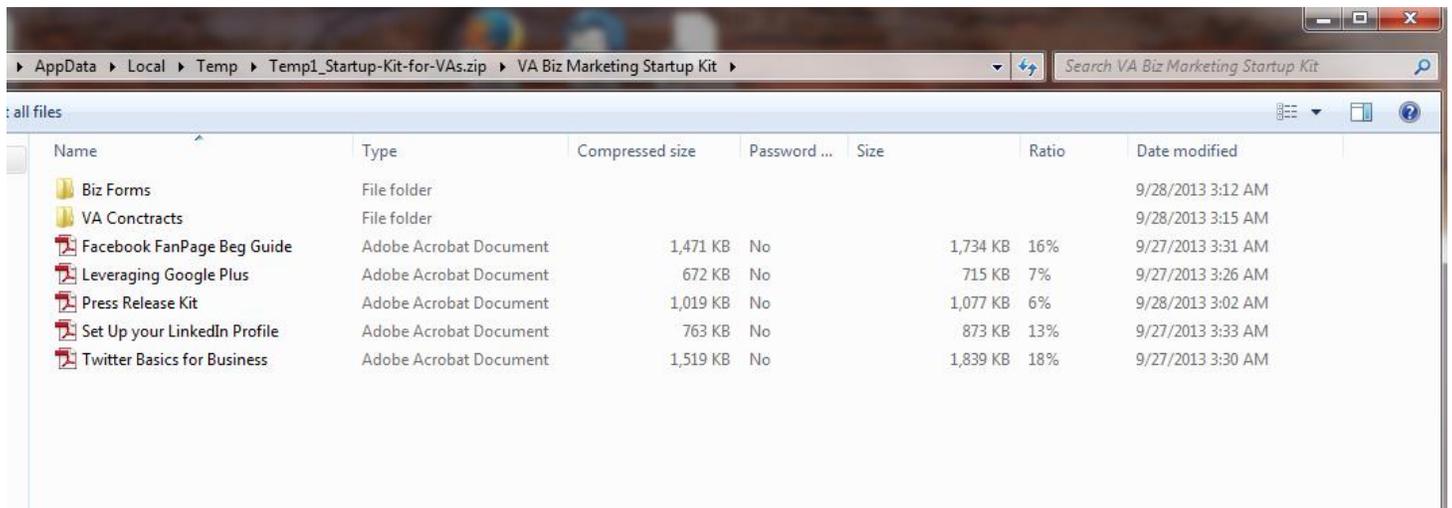
There are 2 ways to unzip this file:

1. **Double-click the ZIP file.** In Windows XP or newer, Mac OS X, and Ubuntu Linux^[1], you can double-click the ZIP file and it will open in a new window. You can then copy the contents to another folder.
 - o OS X will create a new folder next to the ZIP file when you double-click it, but may not open it automatically.^[2]

The **1st zip file** will open and includes a pdf file of your **VA 30 Day eBook** along with your Bonuses and a Word file that is *editable for your VA Business Plan*.



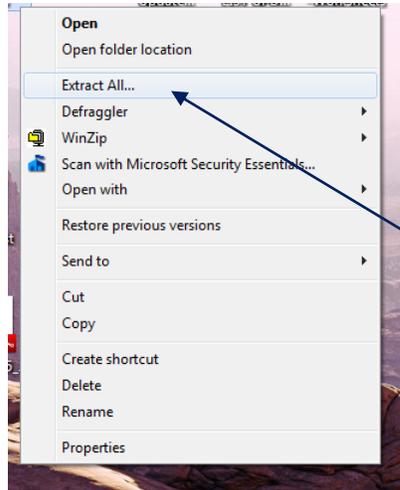
The **2nd zip file** contains your VA Contacts, Business Forms and VA Press Release Kit and Bonus Social Media Guides.



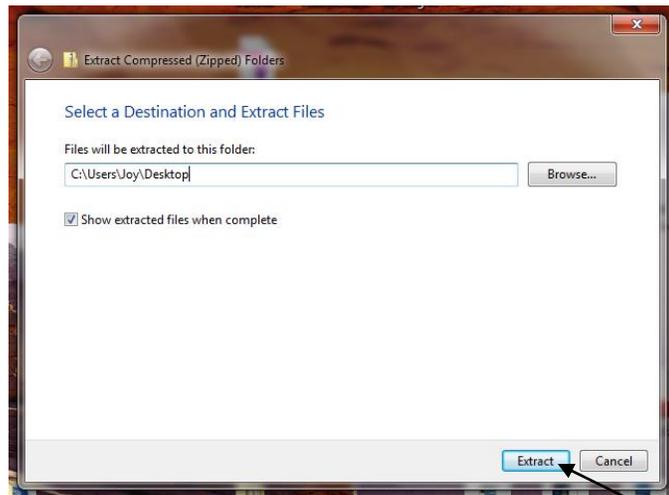
Double Click on the Folders to open your Business Forms and VA Contracts in editable Word Formats.

The other method is to Extract All.

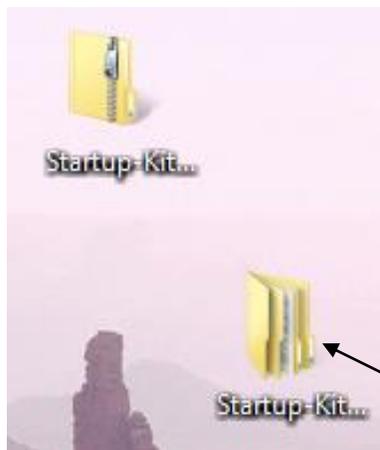
2. **Right-click the ZIP file.** In Windows and Linux, you can right-click the Zip file and select “Extract All...” or “Extract Here”. Extract All will allow you to set a path for the extracted folder to go, and Extract Here will uncompress the folder and leave it in the same location as the ZIP file.



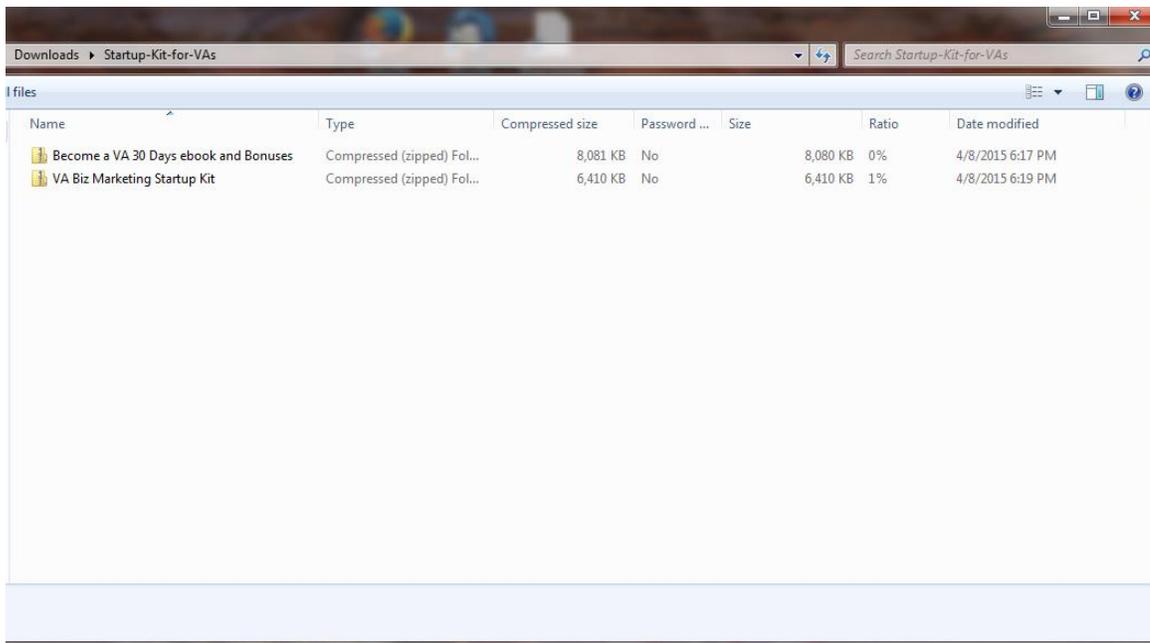
A window will popup for you to choose a destination for your extracted files...You can put it on your desktop here, then click Extract



It will unzip the file and put a Folder on your de



Double click the folder and you will see the 2 zip files ... one for your **30 Day eBook** and bonuses and one for your **business startup kit**.



Right click on each one of these zip files and Extract All again.

Feel free to email me if you have any trouble opening these files.

support@virtualassistantsguide.com