

## DOWNLOADING AND INSTALLING COMPUTER-BASED TRAINING:

There are three ways to obtain Computer-Based Training programs – email, CD-format, or download. You can request that the program be either emailed to you or shipped to you in CD-format with an accompanying hard copy by contacting Member Services at 877-324-3444. To download directly from our website, follow the directions below.

1. Log on to our website at [www.eainet.net](http://www.eainet.net).
2. Click on the 'PC-Based Training' option from under the 'Member Services' heading on the far left of the screen.
3. Choose the program or subset of the program that you would like to download.
4. A screen will appear asking you to enter your Username and Password (see Page 3). Click "OK" when finished.
5. A dialog box will appear asking if you would like to open the file or save it to your computer. Click "Save".
6. Another dialog box will appear asking where you would like to save the file. Although you can save to wherever you'd like, we suggest saving the file to your desktop for easy execution. Once you've chosen a location, click "Save". The file will then be downloaded to your computer.
7. The resulting file will be a zipped file and you will need a file expansion program to unzip it. If you already have a file expansion program, skip to Step 11. To obtain a free file expansion program, go to [www.winzip.com](http://www.winzip.com), and choose to download an evaluation version.
8. You will again be asked if you would like to open the file or save it to your computer. Press "Save" and choose a location to place the file (preferably on your desktop).
9. Minimize the programs on the screen and double-click the execution file for the WinZip program you just downloaded.
10. Follow the instructions on the screen to complete the installation of WinZip on your computer. If asked, it's recommended you save the program in the 'Program Files' folder on your main hard drive.
11. Double-click the zipped file for the program you downloaded.
12. A new folder will appear. You can delete the zipped file for the program now if you wish.
13. If this is the second course you've downloaded, skip to Step 15. Double-click the new folder and then double-click the file that reads "Setup.exe". This will set up the Course Engine, "Design-A-Course".
14. Follow the instructions on the screen to complete the installation of "Design-A-Course". If asked, it's recommended you save the program in the 'Program Files' folder on your main hard drive.
15. An icon for "Design-A-Course" will have been placed on your startup menu. Choose the 'Start' button from the lower left side of the screen, move the arrow over "Programs", then over "Design-A-Course Catalog", and finally over "Install New Course". Click on this option.
16. A dialog box will appear. Click the button that reads "Select a Course to Install".
17. A second dialog box will appear. Find the folder that was downloaded to your desktop. Click once on the file that ends with the extension ".bk0" on the right side of the dialog box, and click "OK". Close the screen.
18. Choose the 'Start' button again from the lower left side of the screen, move the arrow over "Programs", then over "Design-A-Course Catalog", and finally over "Courses". Click on this option.
19. When the new window appears, double-click the course you want to take from a list of all of the courses you have installed. Follow the instructions on the screen to begin taking your course. **IMPORTANT: The 'Tab' button is NOT utilized to move from one field to another as in most program; instead, use the 'Enter' or 'Return' button.**
20. Move the folder that was downloaded to your desktop to a location you will remember.