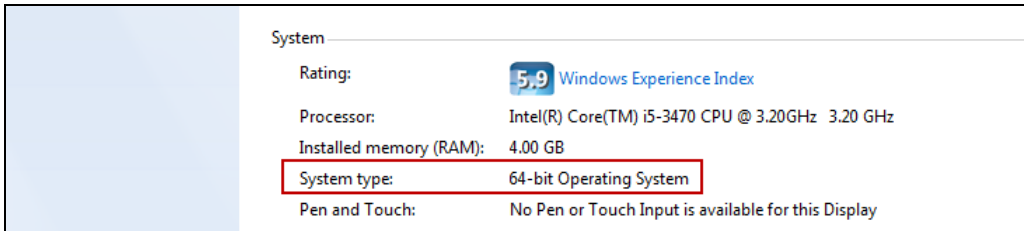# Installing and Using the 7Zip Program

To extract P4C documents that you download from Payroll4Construction.com, you need to install the 7Zip program. Once the 7Zip program is installed, you can use it to open downloaded files.

*This document contains links to files hosted on third-party sites not controlled or operated by Payroll4Construction.com. Payroll4Construction.com does not warrant that these sites, files or the servers hosting them are free of defects, viruses or harmful code or that use of these files will be uninterrupted or error-free. Before downloading files from the internet, you should always take appropriate precautions, including the use of up-to-date firewall and anitvirus software.

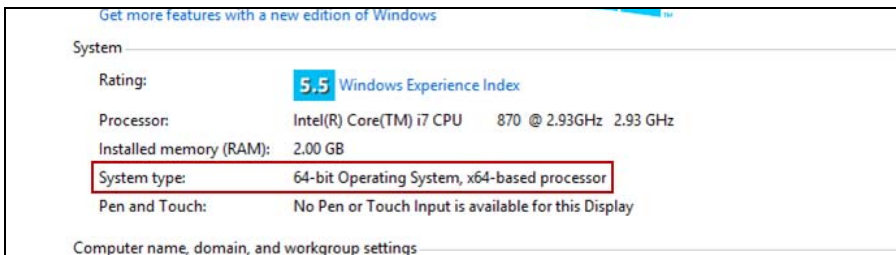**1** Determine your workstation's system type. The system type will either be 64-bit or 32-bit.

- **Windows 7 Users**: Go to ***Start, Control Panel, System.***

- **Windows XP Users**: Go to ***Start, Control Panel, System, System Properties.***

- For Microsoft Windows XP Professional (Year), the system type is 32-bit.
- For Microsoft Windows XP Professional x64 Edition Version (Year), the system type is 64-bit.
- For Microsoft Windows Home or Media Center Edition, the system type is 32-bit.

- **Windows 8 Users**: Open your Search panel and search for "Control Panel." From the Control Panel, go to ***System and Security***, ***System***.

Installing and Using the 7Zip Program Continued

2 Download the 7Zip file.
  - If your system type is 32-bit, click here to download the 7Zip file.
  - If your system type is 64-bit, click here to download the 7Zip file.

3 Locate and open the downloaded 7Zip file (7z920.exe or7z920-x64.msi). The file is mostly likely in your Downloads folder.

Opening Payroll4Construction documents using 7Zip

1 Download the file from Payroll4Construction.com and save it on your desktop.

2 Right-click on the file and select **_7Zip, Extract Files_**.

3 In the _Extract to_ field, enter the file path for location in which you are saving the documents.

4 In the _Password_ field, enter the password you use to unzip your payroll documents and click [OK].