**WASH & CLEAN Toolkit Instructions**
**October 2014**

**File Size:** 10.3 MB

**Operating System Requirements:** Windows Vista (32-bit or 64-bit), Windows 7 (32-bit or 64-bit), or Windows 8 (32-bit or 64-bit); Mac OS X 10.6.8 or later with Parallels Desktop 7 or later or VMware Fusion 4 or later

**Instructions**

- Unzip the WASH & CLEAN TOOLKIT Version 1 – October 2014 folder

- Double-click on the WASH & CLEAN TOOLKIT Version 1 – October 2014 folder

- Within the folder, double-click on the WASH & CLEAN TOOLKIT Version 1.exe file to open the toolkit

- Click Run in the pop-up box

- You will be presented with the opening slide and a menu on the left of the screen

- Use the menu and previous/next arrows to navigate between pages

- Click on the highlighted text or 'buttons' within each page to open the associated documents

- Documents will open in a new window. Please note, opening multiple documents may slow the operating system. It may be useful to close each document window after use.

- To access all documents click 'Resources' on the top right of each page. The documents are listed in the order that they appear in the toolkit.

- Under Resources word documents of the tools are also provided for ease of adaptation

- Once you have clicked on the chosen word document under Resources a pop-up box will appear. Select the relevant action (open, save, save as) to open and/or save the document.