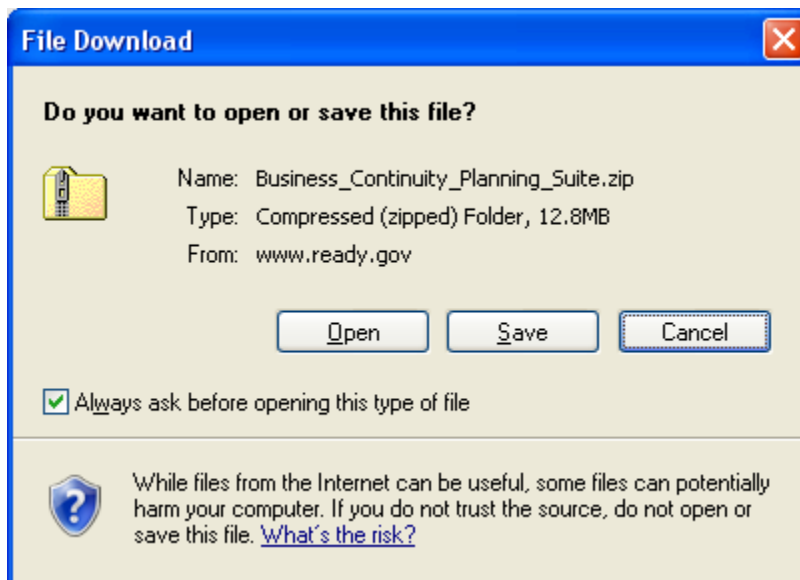**The Business Continuity Planning Suite**

The following is a list of instructions walking you through downloading and installing the Business Continuity Planning Suite, which includes the Business Continuity Plan Generator and the Disaster Recovery Plan Generator (IT Recovery).

To download the Business Continuity Planning Suite:

Click on the "Download and Extract the Business Continuity Planning Suite" link in the Business Continuity Planning Suite box on the Ready.gov website.
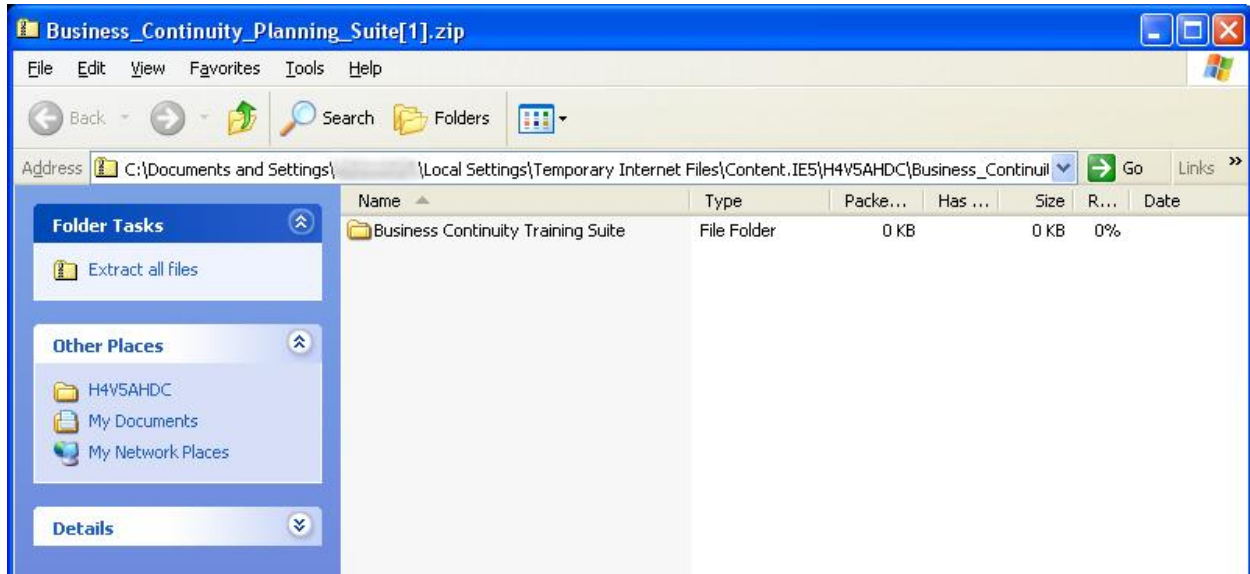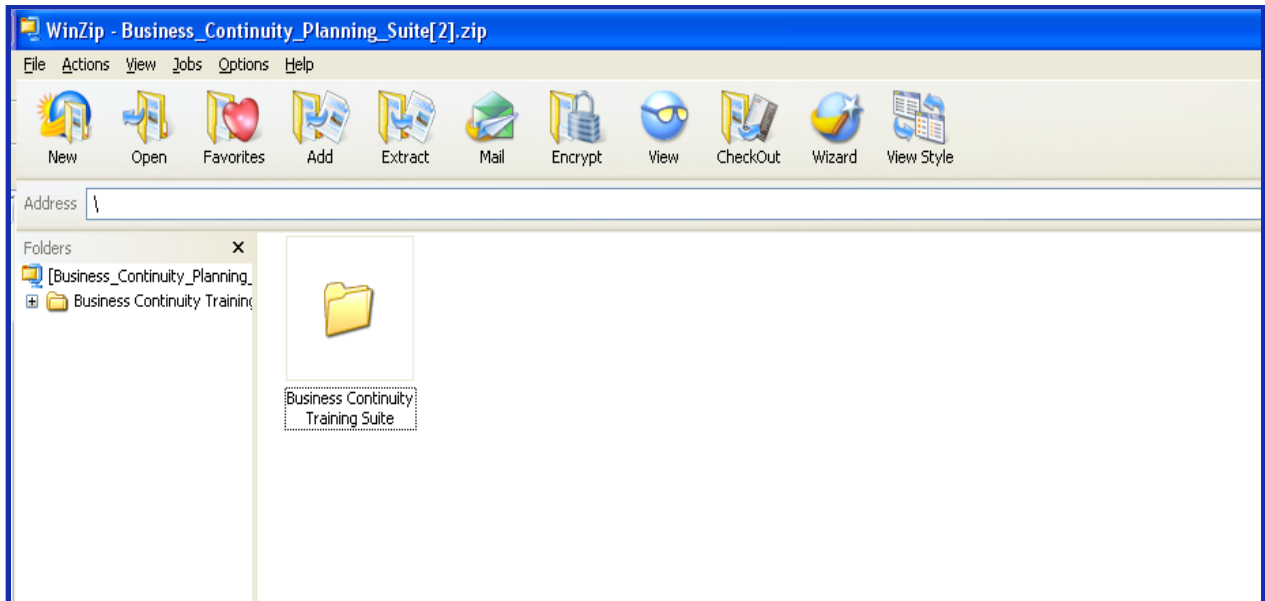

Click the "Open" button:

Your page may appear like one of the two following screens:
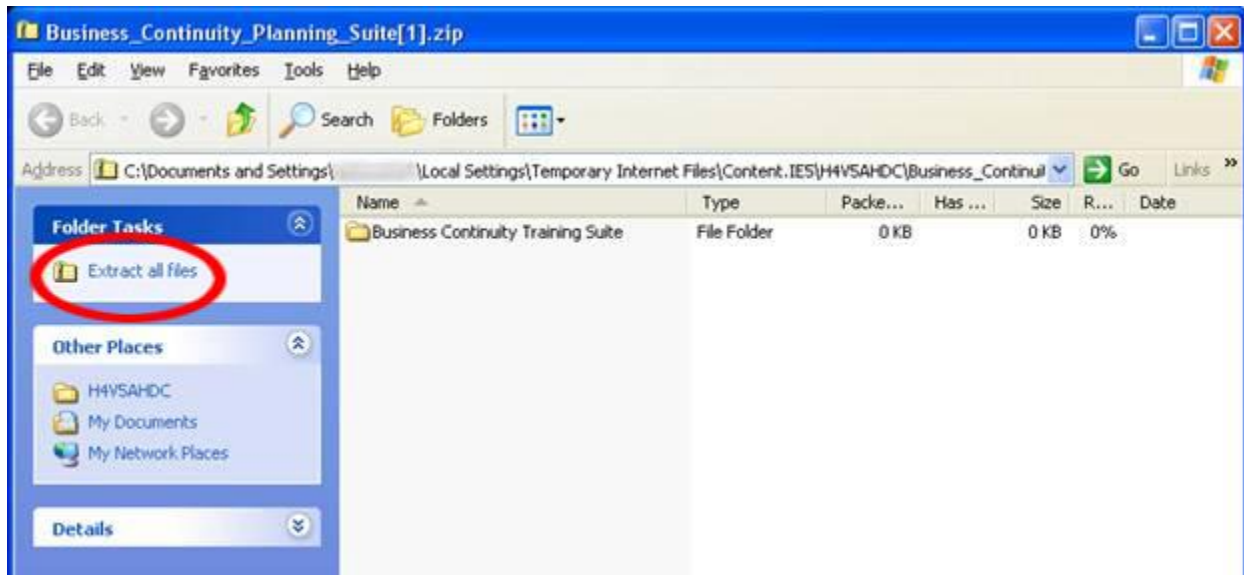
Screen One:

Screen Two:

If your screen appears like **screen one**, follow the instructions below. If your screen appears like **screen two**, scroll down for instructions.

Screen One Instructions:

Click the "Extract all files" link in the "Folder Tasks" section at the top of the blue panel on the left side of the window.

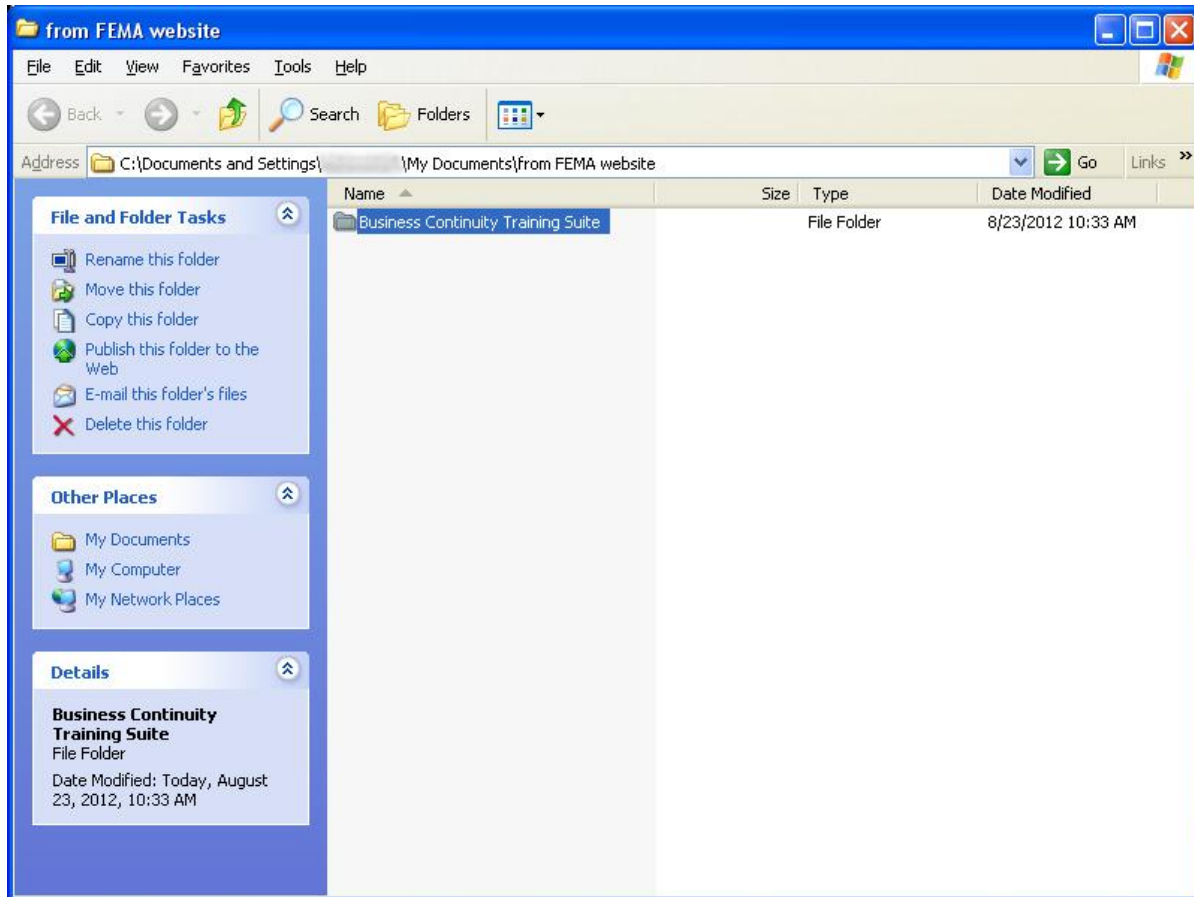On the Extraction Wizard pop-up page, click the "Next" button:

Click the "Browse" button in the following window to choose the storage location for the extracted Business Continuity Planning Suite files. Then, click the "Next" button.
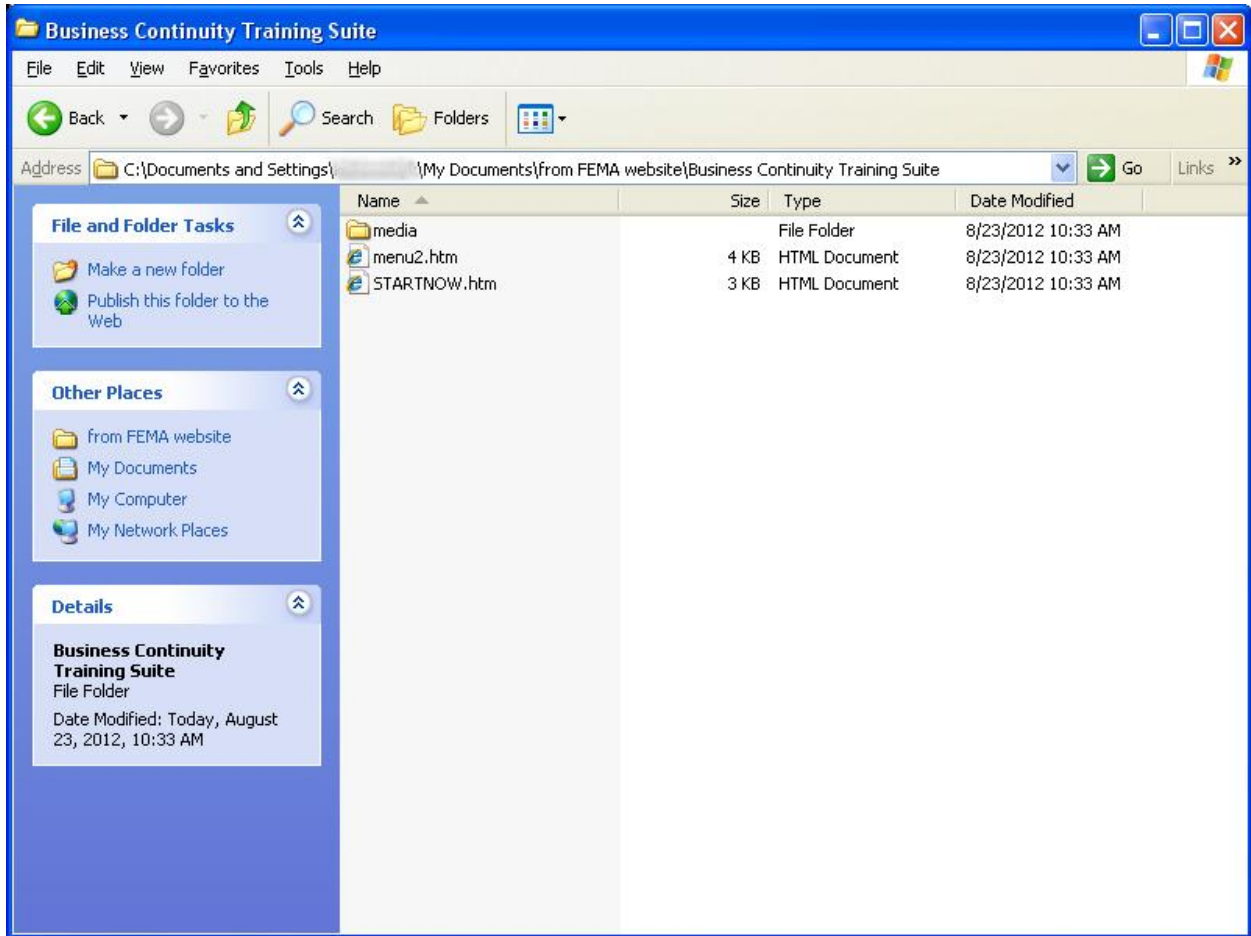
To immediately access the extracted Business Continuity Planning Suite files, ensure the "Show extracted files" checkbox is checked, and click the "Finish" button.

A window with the Business Continuity Training Suite folder (in the location you specified above) will launch. It should look similar to the window below. Double click the Business Continuity Training Suite Folder.
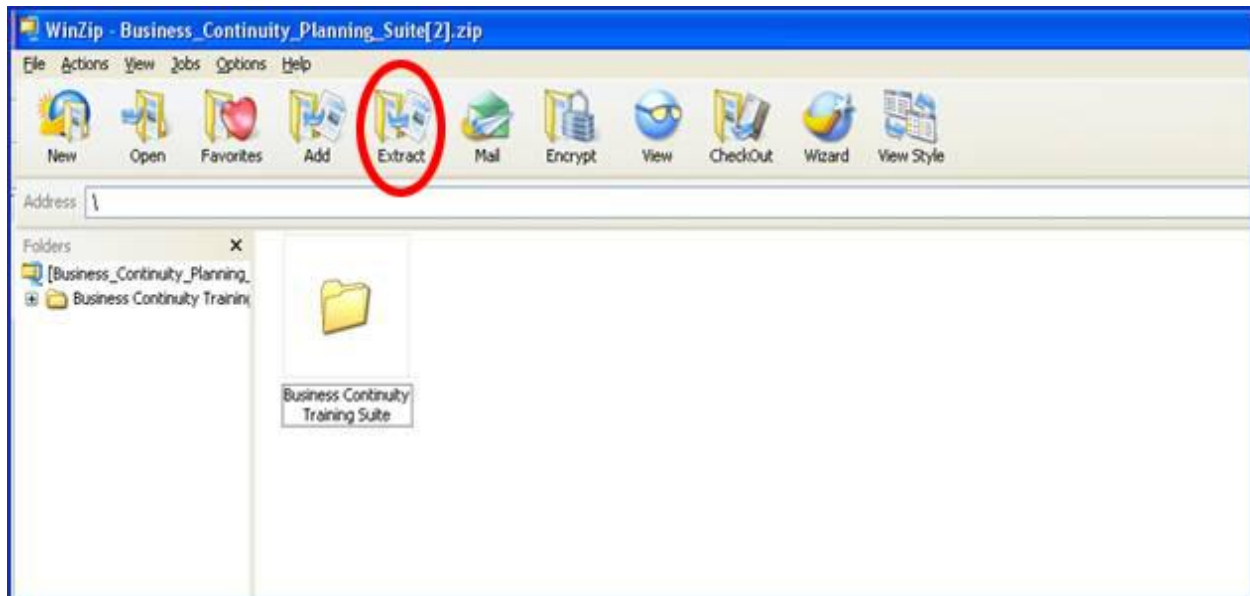
Double click on the "STARTNOW.htm:

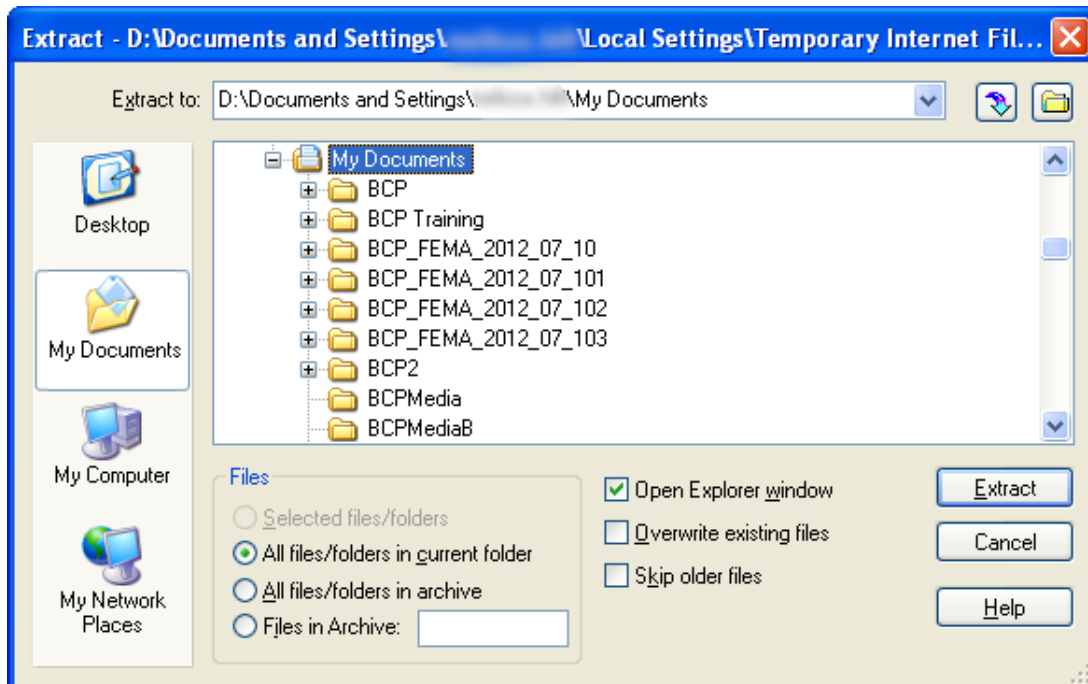Once launched, the Business Continuity Planning Suite should appear like the following window:
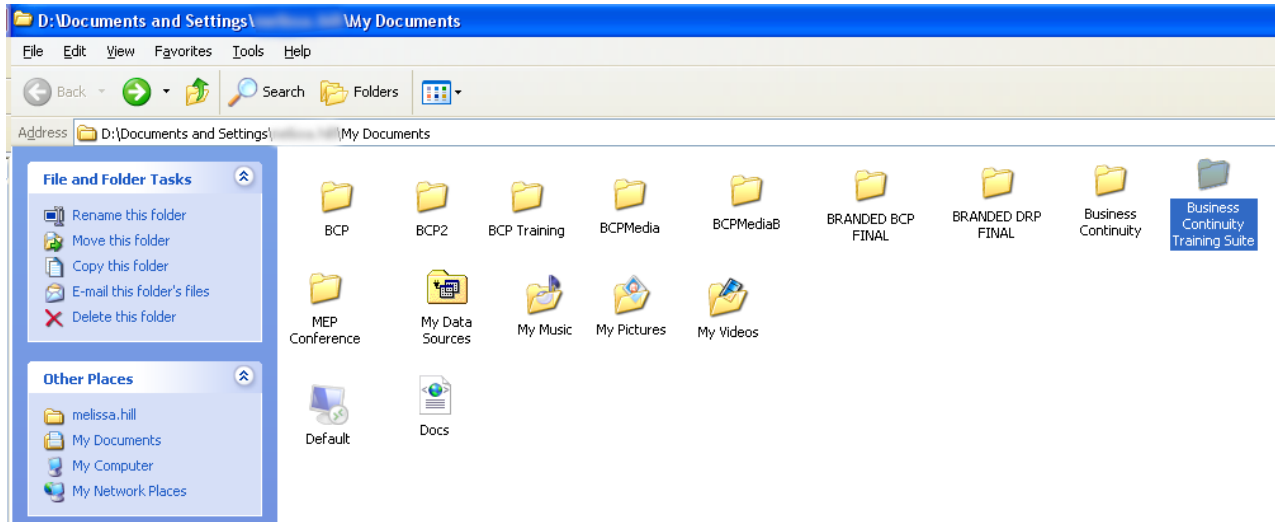
Screen Two Instructions:

Click the "Extract" icon on the ribbon at the top of the screen.

Select the storage location for the extracted Business Continuity Planning Suite files from the pop-up window. Then, click the "Extract" button.
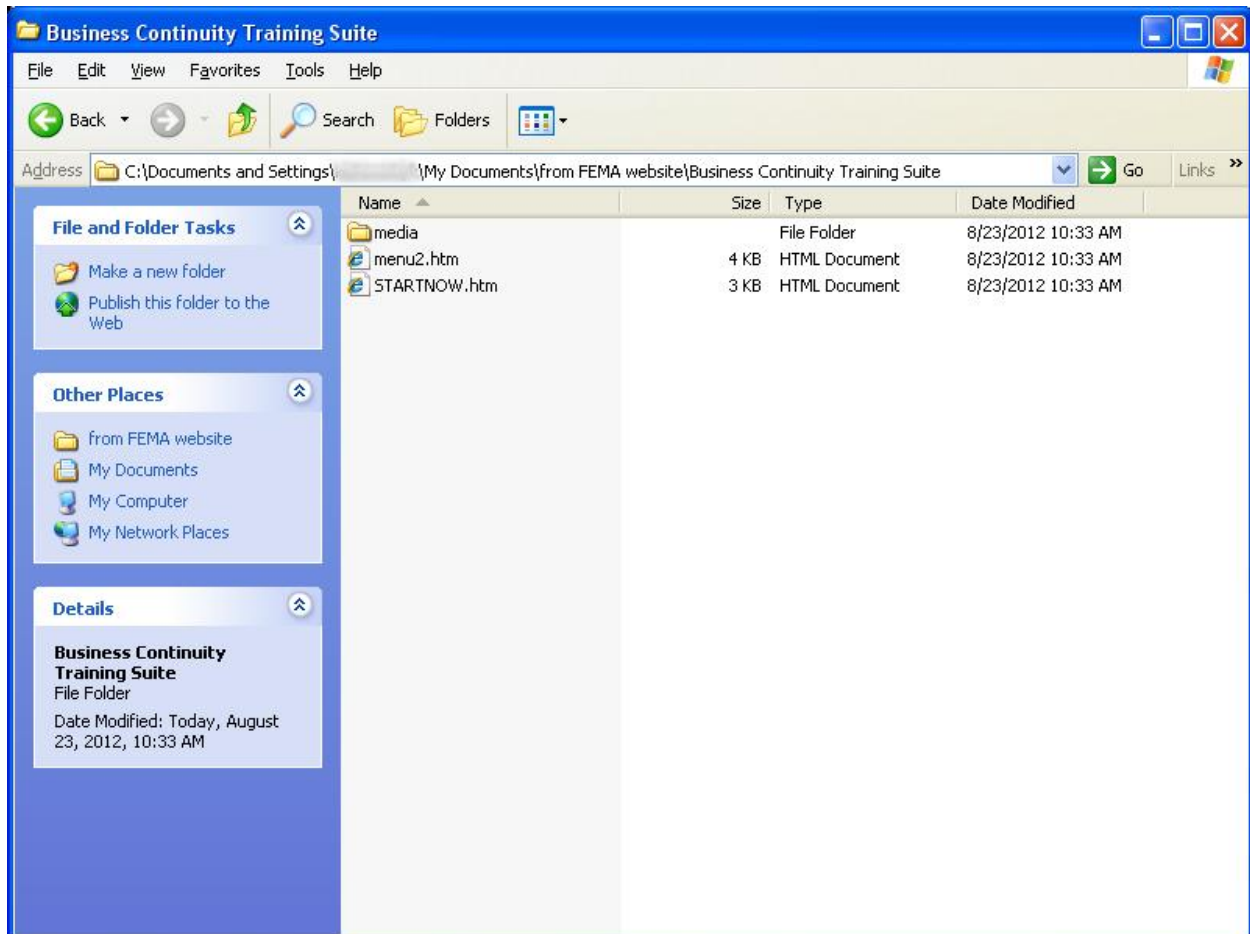
A window with the Business Continuity Training Suite folder (in the location you specified above) will launch. Click on the Business Continuity Training Suite folder.

Click on the STARTNOW.htm file to launch the Business Continuity Planning Suite:

Once launched, the Business Continuity Planning Suite should appear like the following window:

Business Continuity Plan Generator:

To access the Business Continuity Plan Generator, click on the "Business Continuity Plan Generator" button from the Business Continuity Planning Suite dashboard.
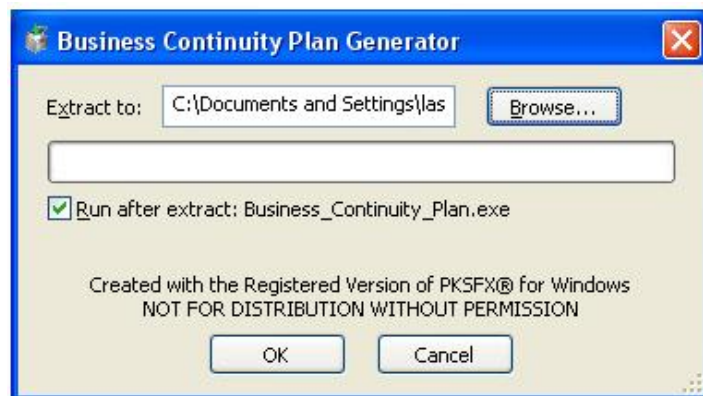

Click the "Run" button on the resulting pop-up window:
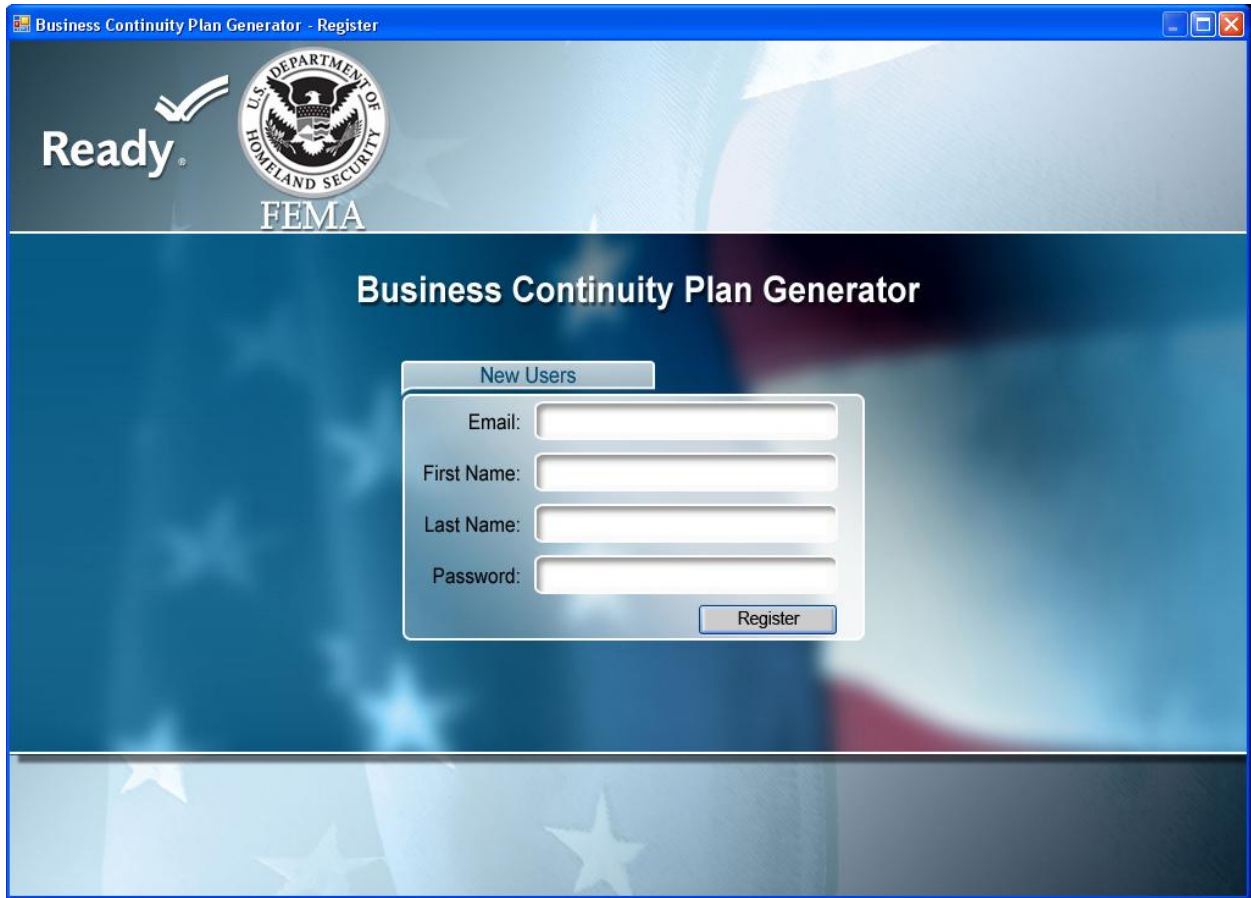
Click the "Run" button on the resulting pop-up window:

In the resulting pop-up window, click the "Browse" button to choose the storage location for the extracted Business Continuity Plan Generator files. To immediately launch the Business Continuity Plan Generator, ensure the "Run after extract: Business_Continuity_Plan.exe" checkbox is checked, and then click the "OK" button.

In the next window, click the "Yes" button to run the Business Continuity Plan Generator program.

This will launch the Business Continuity Plan Generator. You should see the following Registration page: