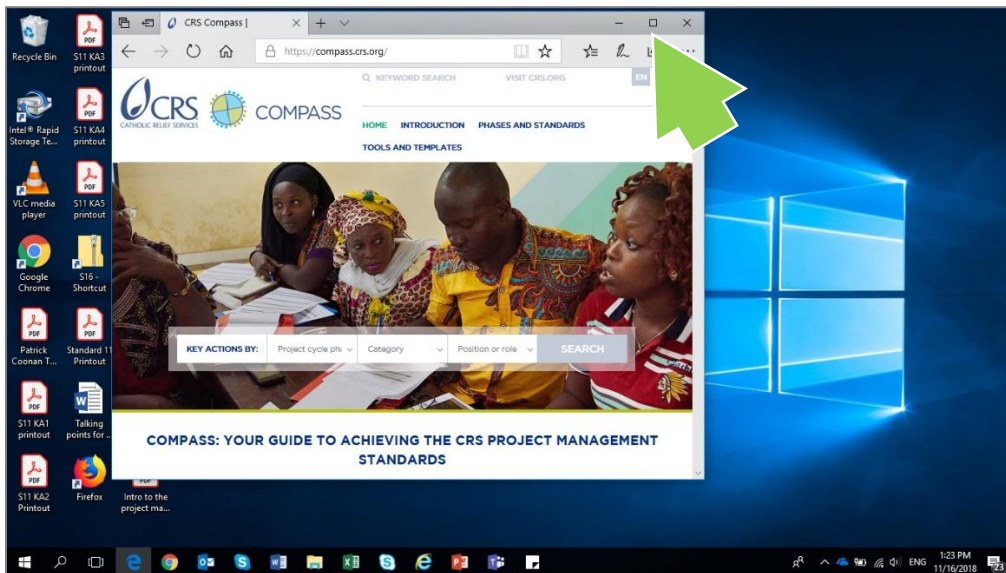


## How to download Compass for use without an internet connection

- Follow these instructions to download a copy of the Compass website on your computer.
- Repeat this process every 3 months to account for any changes or updates to Compass.

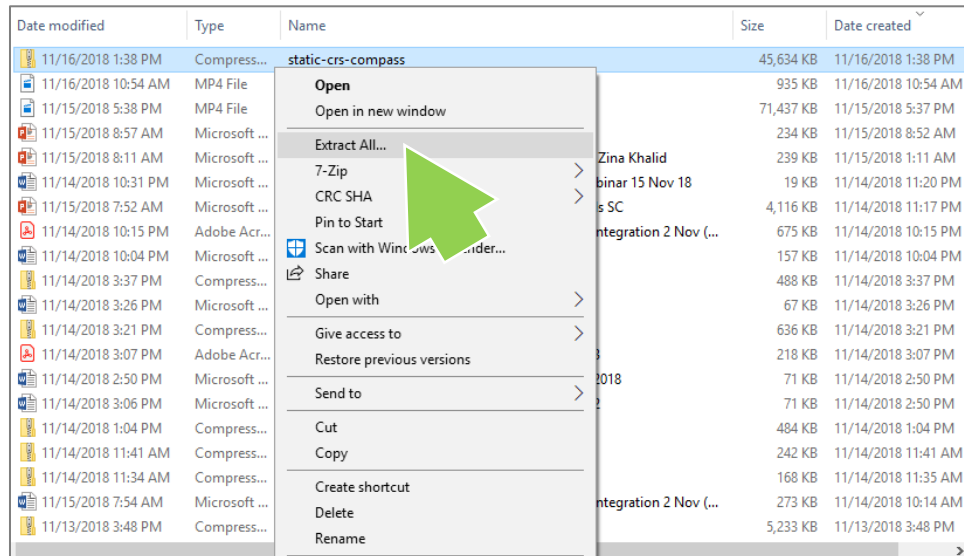
1. Open the website [compass.crs.org](https://compass.crs.org) from a laptop or desktop computer.
2. Maximize the browser window so that it fits the width of the entire screen.



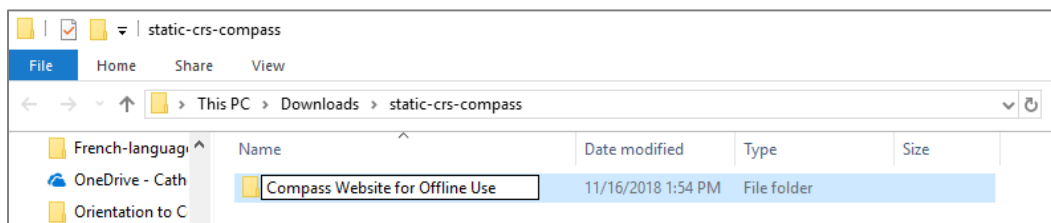
3. Scroll to the bottom of the page and click on the **“Download Compass for Offline Use”** link. Your computer will begin to download the website as a compressed file folder. If your browser asks if you would like to open or save the file, select save.



- Once the download is complete, open the file in the downloads folder and click on it with the right mouse button. Select “extract all”.

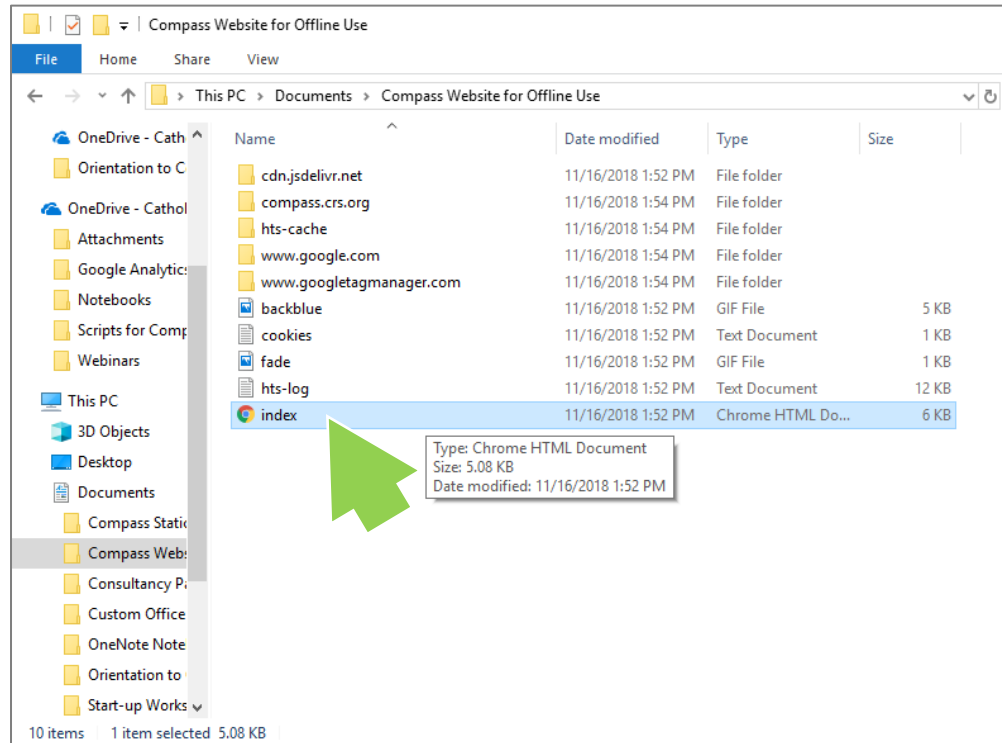


- Rename the folder “Compass Website for Offline Use” and move it to a location where it will be easily accessible (like your Desktop or Documents folder).



## How to Use Compass without an Internet Connection

1. Open the “Compass Website for Offline Use” folder.
2. Find the index.html file and open it.



3. The Compass website will open in your default Web browser and you will be able to immediately use Compass without an internet connection.
  - a. **NOTE:** When you download and use Compass without an internet connection, you will have access to all Compass pages including key action guidance, but not to search features on Compass nor to those documents available through other sites (such as MyCRS, OneDrive, etc.). You can download tools and resources that are available exclusively on Compass.

