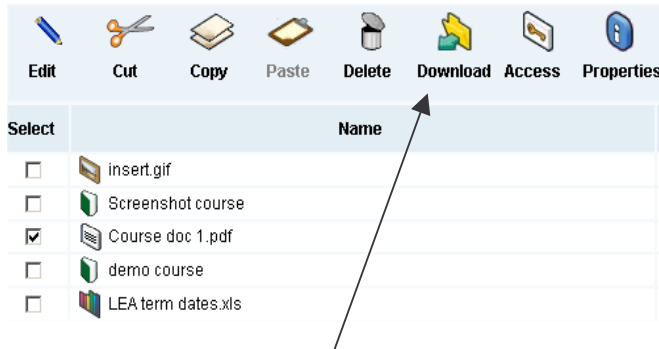
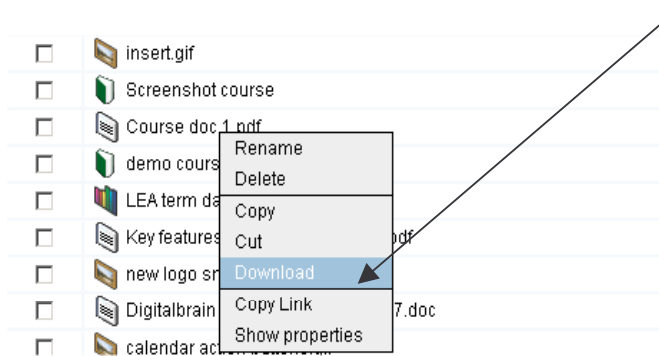


Downloading Files

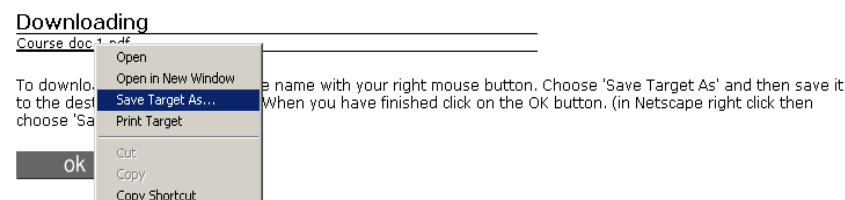
1. From the folder listing , open a folder and tick the document you wish to download.



2. Click on the Download button on the toolbar or right click over object.



3. Hover over the file name located in between the two black lines. Click on the right mouse button and choose ‘ Save target as....’



4. From the grey dialogue box select where you wish to store the document.

5. Click  to return to folder Listings.