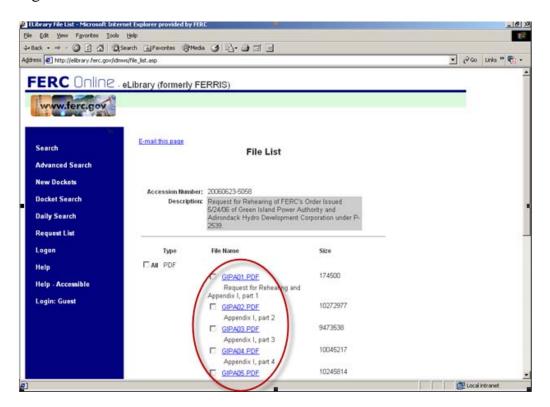


Unless the file size is 20 MegaBytes (20,000K) or larger, before using the process below, a person who has a "fast" internet connection first may want to attempt to open a file just by clicking the "File Name" link on the "File List" screen:

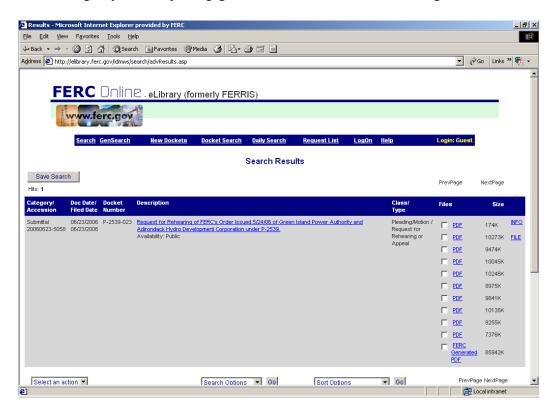


#### **PLEASE NOTE:**

- 1) To view some file **Types** (PDF, ZIP, etc.) stored in eLibrary, you must have installed their viewing software on your PC. Two such websites that offer software that is free for personal use (as of this writing) are: a) for viewing a PDF-type file <a href="http://www.adobe.com">http://www.adobe.com</a>; and, for unzipping a ZIP-type file <a href="http://www.pkware.com">http://www.pkware.com</a>.
- 2) In "Step 3", you can select (click the check box of) more than one file at a time so they'll download together in the same zip file, and it will be faster than downloading each separately.
- 3) The method used in these examples works for any file type (JPG, PDF, TIF, DOC, etc).
- 4) You can view additional "How To" information on eLibrary functionalities by clicking "Help" in the left toolbar of any eLibary screen.]

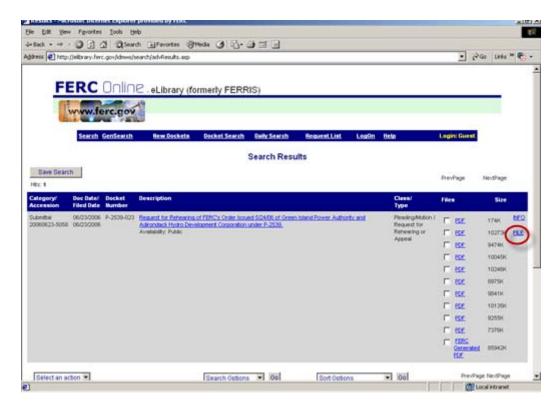


- 1) **ACTION**: Perform an eLibrary Search (e.g., General or Advanced).
  - You then will see the **Search Results** screen.
  - In this example, it shows a document which has the **Category** of "Submittal", a **Docket Number** of "P-2539-023", and the **Accession** number of "20060623-5058".
  - [Note that the file **Size**s are large (10273K is about 10000K or 10 MegaBytes anything greater than about 1000K is large.)]

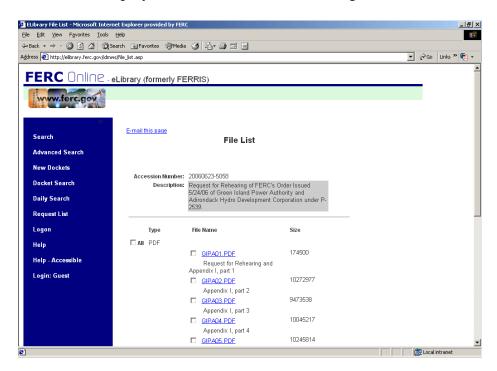




2) ACTION: Click on the FILE link for the document.

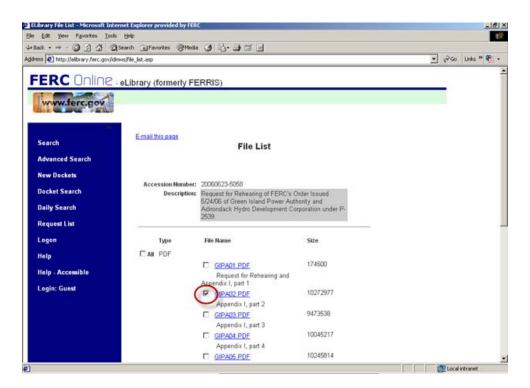


- This will display the **File List** screen, showing the files and their **Type**.



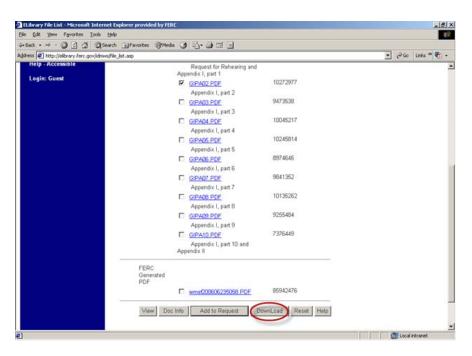


- 3) On the File List screen,
  - **ACTION**: Click the check box(es) next to the large file(s) you want to view.
    - In this example, it shows the large "PDF"-**Type** file **GIPA02.PDF** with its associated check box checked.

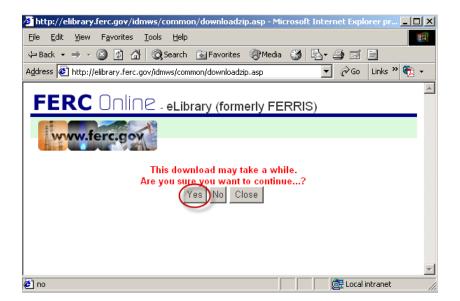




4) ACTION: click the **DownLoad** button on the bottom of the screen.

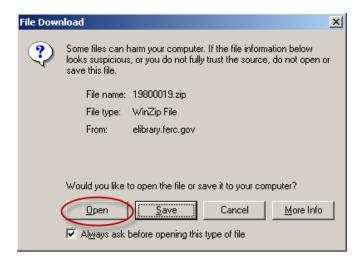


5) A small cautionary screen with red lettering is displayed. *ACTION*: click **Yes** to continue.

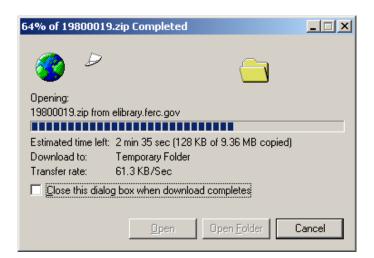




6) Now, the **File Download** screen appears. *ACTION*: click the **Open** button.

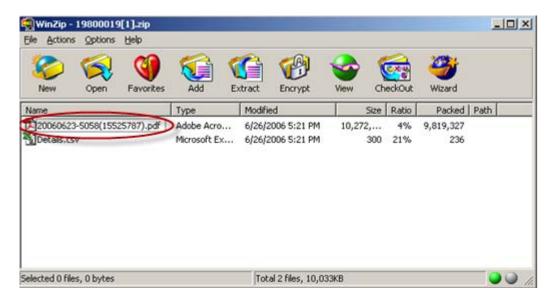


7) The screen will dynamically display the progress of downloading the file(s) in a self-extracting "zip" file.



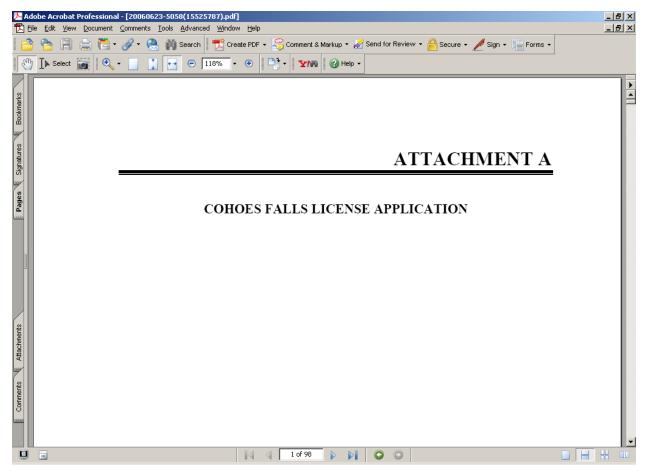


- 8) Upon completion of the zip file download, the small **WinZip** screen will display the file(s) contained in the zip file; the first file is the pdf file of the document you want to view.
  - **ACTION**: DOUBLE-click on the file **Name** to open it.
    - In this example, the file **Name** is "20060623-5058...".



9) It then opens in the "Adobe Acrobat" viewer (since the file **Type** is "PDF", you must have previously installed this viewer on your PC).





[Please REMEMBER: Some file Types (PDF, etc.) require you to have their viewing software already installed on your PC.]