
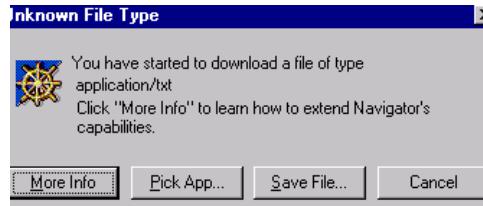


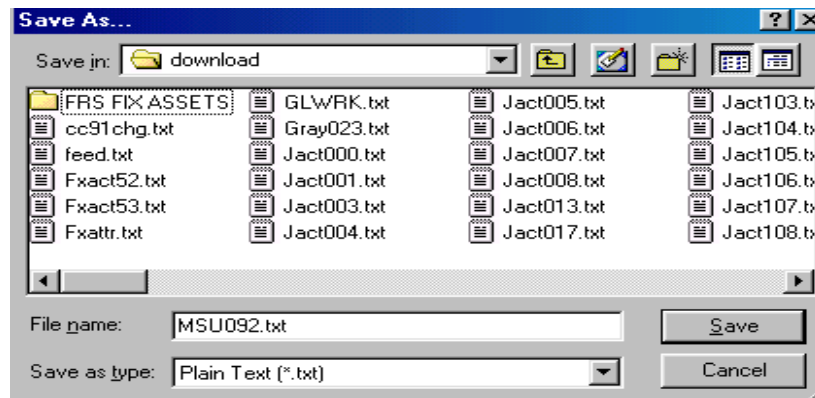
# How To Save an e-Print Report as a “Text” document on your PC

*When using Netscape Navigator: (NOTE: Netscape ® Communicator version 6.0 is not recommended at this time)*

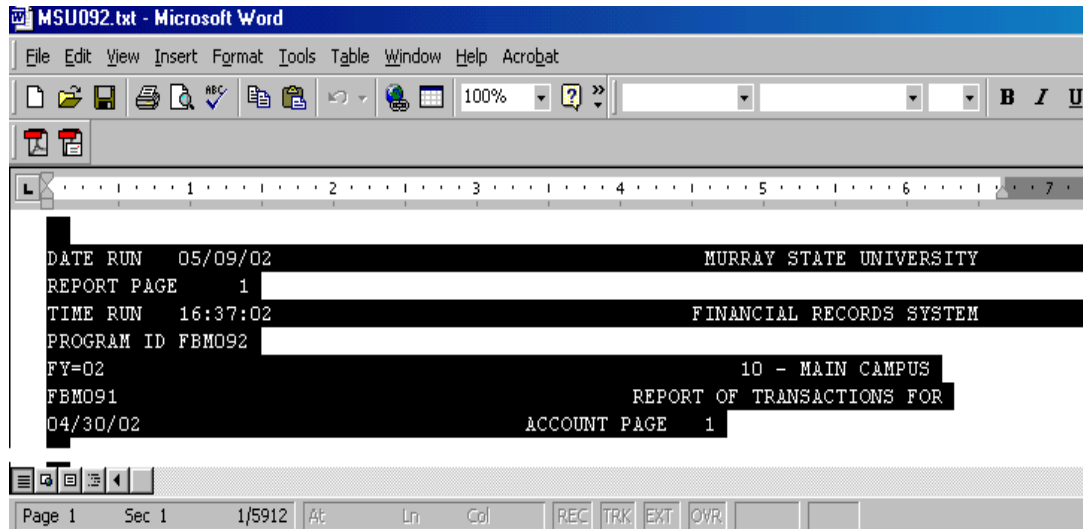
1. Click on the “Text” icon  by the report you want to download to your PC.
2. Indicate “Save File” on the pop-up box.



3. Pick the location on your PC where you want to save the file (i.e., C:\Temp) and click on “Save” (Note: You have the option to rename the file at this point, if you wish.).
- 4.




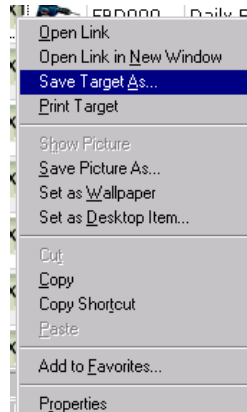
5. Open the saved file in Microsoft Word.
6. At the “File Conversion” screen choose the “Plain Text” file encoding and click on “OK.” (Note: If you do not get this screen, go on to Step #6.)
7. Reformat the document as follows:
  - Select **Edit/Select All** from the toolbar (this will highlight all text in the document).



- Select **File/Page Setup** from the toolbar
  - Margins Tab: Change right and left margins to 1” and top and bottom margins to .5”
  - Paper Size Tab: Indicate “Landscape” and click “O.K.” button
- Select **Format/Font** from the toolbar
  - Font = Courier New
  - Style = Regular
  - Size = 8
  - Click “OK” button
- Click anywhere on the document to un-highlight text in document
- Select **File/Save As** and change “Save as type” to: “Word Document (\*.doc)” and click on the “Save” button to save the re-formatted version to your PC.

### ***When using Microsoft Explorer:***

1. **RIGHT MOUSE CLICK** on the “Text” icon  by the report you want to download to your PC.
2. Select “Save Target As...” and another window will open that will allow you to pick the location on your PC where you want to save the file (i.e., C:\Temp) and click on “Save.” (Note: You have the option to rename the file at this point, if you wish.)



3. Close the “Download Complete” window.



4. Continue on by following the directions from “When Using Netscape Navigator Search” above starting with #4.