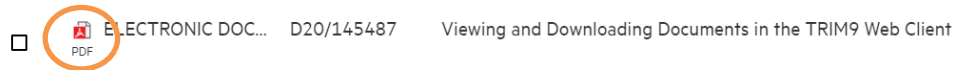


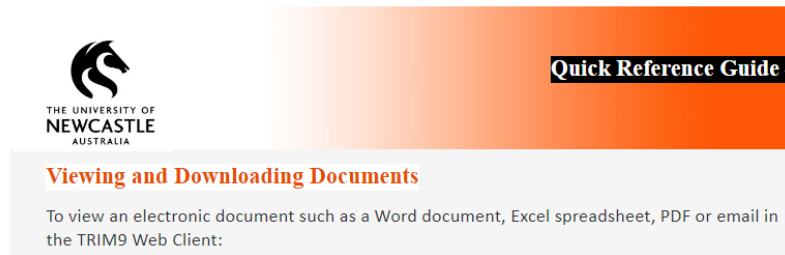
Viewing and Downloading Documents

To view an electronic document such as a Word document, Excel spreadsheet, PDF or email in the TRIM Web Client:

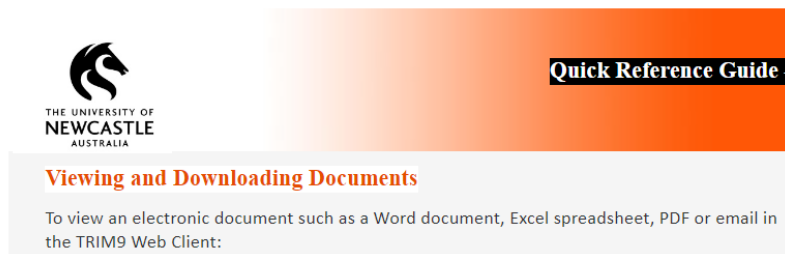
1. Click on the particular records file type icon:



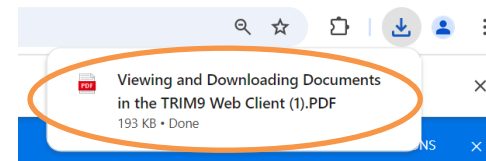
2. The document will display in the TRIM Web Client viewer:



3. Should you want to view the document in its authoring application (Microsoft Word for a Word document, Adobe for a PDF etc.) click the download button:

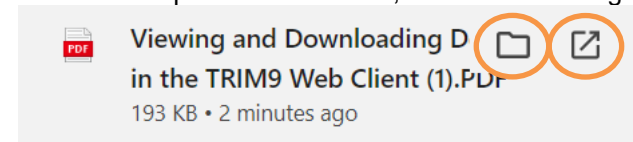


4. The document will be downloaded to your local computer (where the document downloads to and how you access it may differ depending on the browser you are using and your download settings, however if using Google Chrome, the document will download to your 'Downloads' folder on your computer and be available for you to open at the top right of your Google Chrome window as shown below):



Hint: Alternatively, you will be able to access it in your 'Downloads' folder on either a PC or a Mac.

5. If using Google Chrome, you will have the option to either:
 - a. Show in folder: Will open your 'Downloads' folder and highlight the recently downloaded document for you. From here, you can open it or move it to your desktop for easier future access; or
 - b. Open: This will depend on your default app settings, as to whether it will open in the browser, or in the authoring application.



Note: The above instructions provide guidance on viewing and downloading a document in the TRIM Web Client. Should you need to edit a document using the TRIM Web Client; to ensure the correct process is followed please refer to instructions in the quick reference guide titled 'Quick Reference Guide – Editing a Document in the TRIM Web Client'.