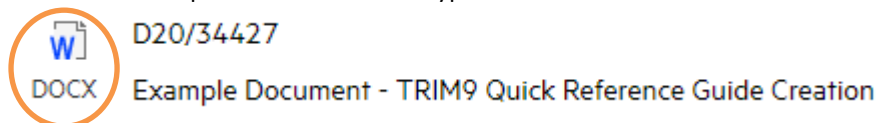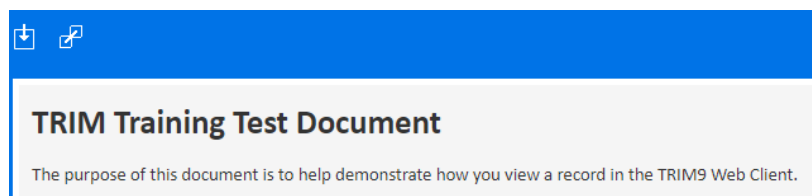## Viewing and Downloading Documents

To view an electronic document such as a Word document, Excel spreadsheet, PDF or email in the TRIM9 Web Client:
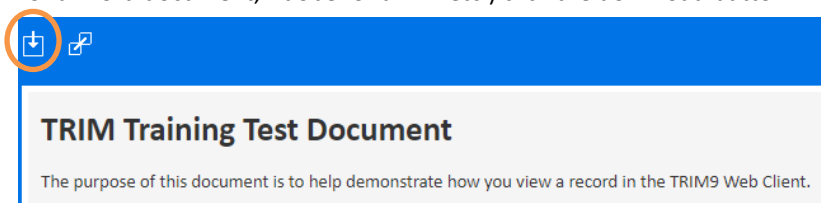
1. Click on the particular records file type icon:

   D20/34427

   Example Document - TRIM9 Quick Reference Guide Creation

2. The document will display in the TRIM9 Web Client viewer:

   TRIM Training Test Document

   The purpose of this document is to help demonstrate how you view a record in the TRIM9 Web Client.

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:

   TRIM Training Test Document

   The purpose of this document is to help demonstrate how you view a record in the TRIM9 Web Client.

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 using Google Chrome (recommended) the document will download to your 'Downloads' folder on your computer and be available for you to open at the bottom left of your Google Chrome window as shown below):

   Example Docum....DOCX
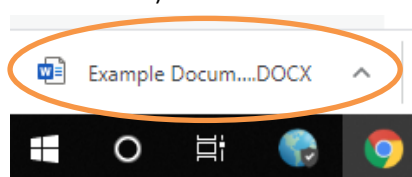
   > **Hint:** Alternatively you will be able to access it in your 'Downloads' folder on either a PC or a Mac.

5. If using Google Chrome, if you click on the document itself at the bottom left of your Google Chrome window then the document will open in its authoring application:

   Open
   Always open files of this type
   Show in folder
   Cancel

   Example Docum....DOCX
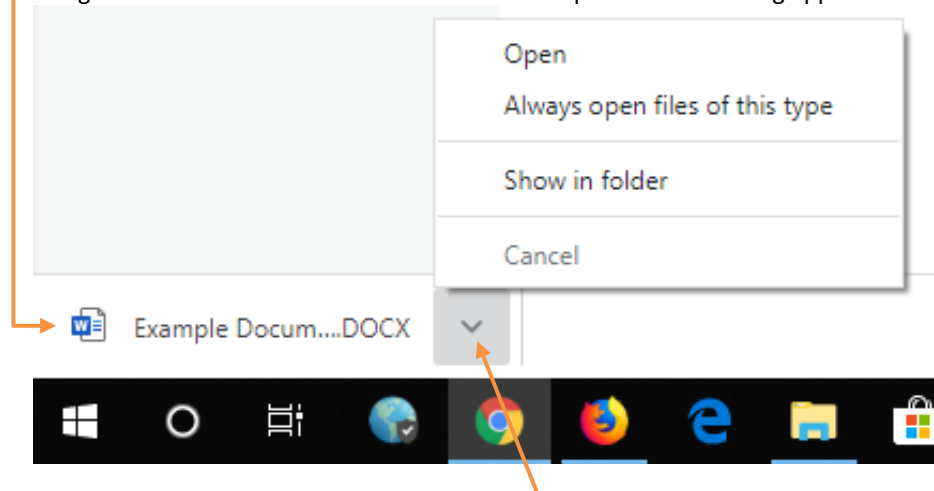
   Alternatively, if you click on the drop-down arrow as shown above you will be given three options:

   Open : Will open the document in its authoring application,

   Always open files of this type : Changes your Google Chrome settings so that next time you download a file of this type it will automatically open,

   Show in folder : Will open your 'Downloads' folder and highlight the recently downloaded document for you. From here you can open it, or perhaps drag and drop it to your desktop for easier future access.

Note: The above instructions provide guidance on viewing and downloading a document in the TRIM9 Web Client. Should you need to edit a document using the TRIM9 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 TRIM9 Web Client'.