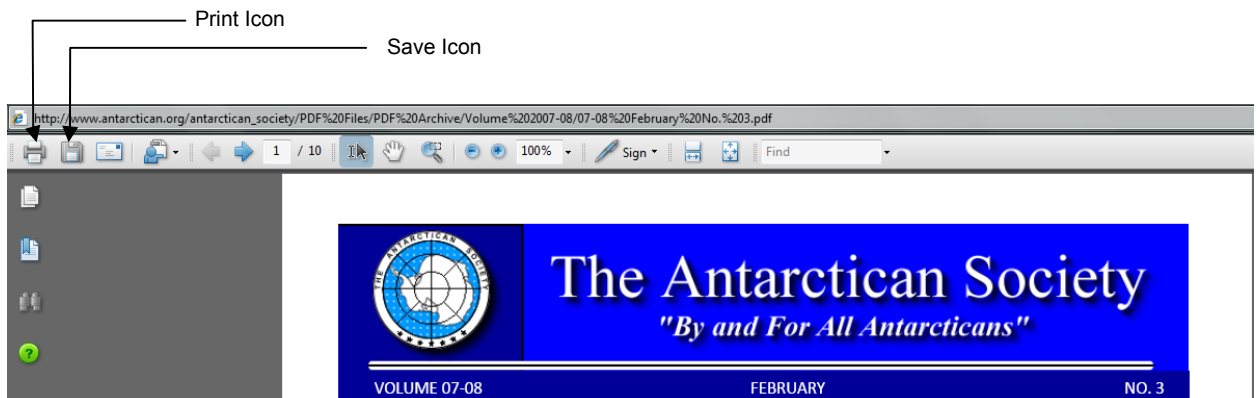


How to Download a Newsletter

1. Click on the link for the newsletter (the link is the underlined name of the newsletter).
2. The newsletter should open up in a separate window. There should be a title at the top of the window with a “.pdf” at the end, followed by the words “Adobe Reader.” Adobe Reader is the free plugin from Adobe that allows anyone to read “.pdf” files.
3. With the newsletter open in Adobe Reader, you have several choices:
 - a. If you simply want to read the newsletter and not save it, read directly from the screen and use the scroll bar on the right side of the window to scroll down from page to page.
 - b. If you want to print the newsletter on your printer, just click on the little icon that looks like a printer in the tool bar near the top of the newsletter window. A print menu should now appear, from which you can select how you want to print the newsletter.



- c. If you want to save the newsletter to your computer, click on the little icon that looks like a computer diskette in the tool bar near the top of the newsletter window. A “Save a Copy” menu will pop up that allows you to choose where you want to save it and what you want to call it.