How do I download a file I need from the web site to my local hard drive?

Go to: http://www.seiberlich.net/



Select your Department. Example = Service select service under the Seiberlich Trane logo.

This will bring you to the file directory menu. This looks exactly like the T: drive when you are in the office. It has the same directory structure.



You may click on a directory or select a file to download or view. To view a file simply left click on the file. The selected file will open for you.

If you would like to download a file for you to use, simply right click on the file and select "Save target as:" You will see a window like this for the download.

File Download									
8									
Getting File Information:									
Svc Req Form 3.xls from www.selberlich.net									
Estimated time left									
Download to: Transfer rate:									
Close this dialog box when download completes									
Open	Cancel								

Save As								? 🗙
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(File <u>n</u> ame:	Svc Req Form 3				~		<u>S</u> ave
My Network	Save as <u>t</u> ype:	Microsoft Excel Worksheet				~		Cancel

Select the location to save the file and hit the save button.

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** My recommendation is to save it under "My Documents". I have created a folder called service for an example.