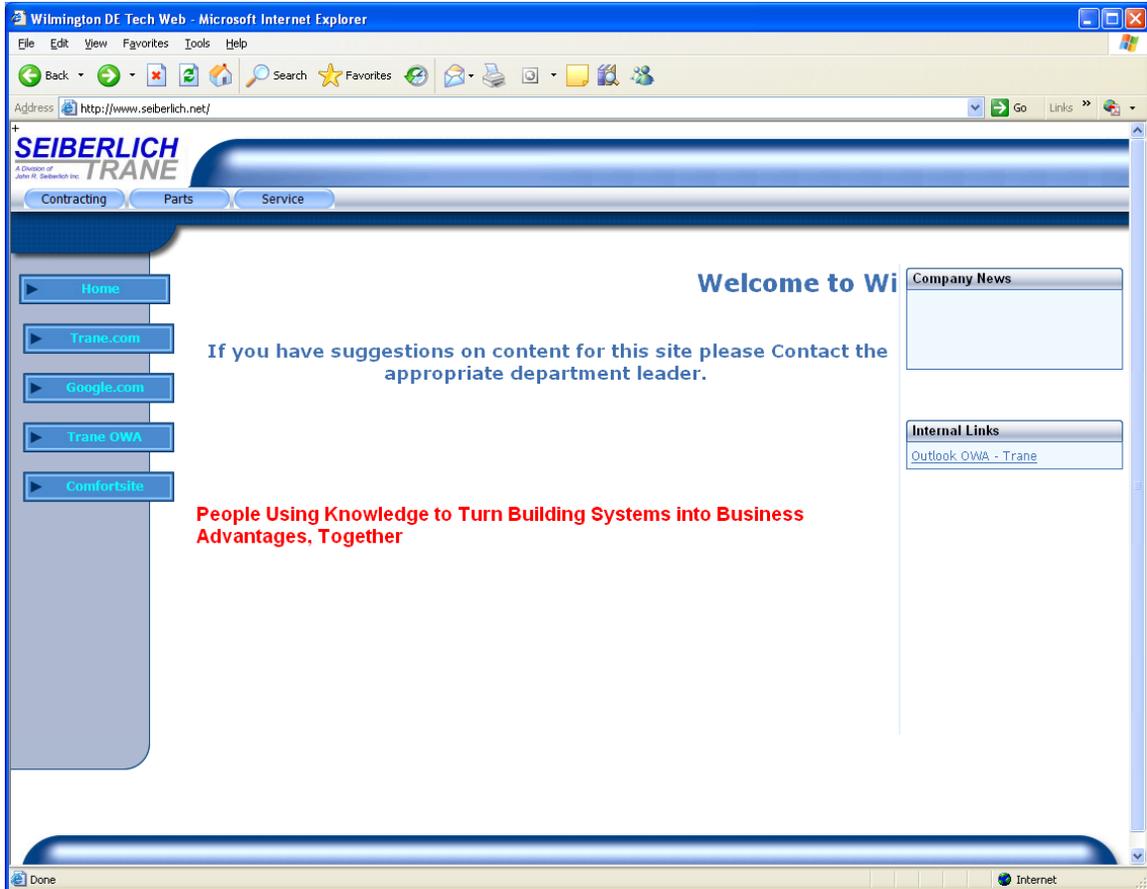


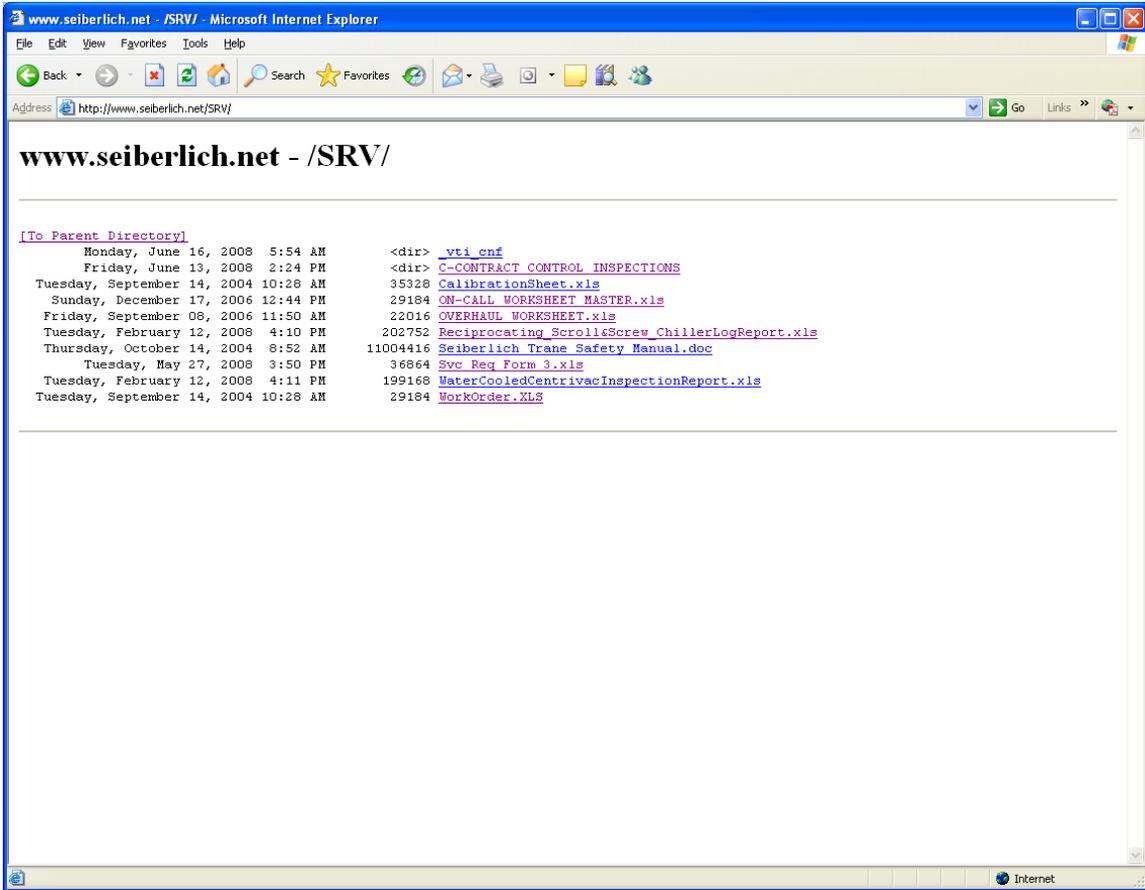
How do I download a file I need from the web site to my local hard drive?

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



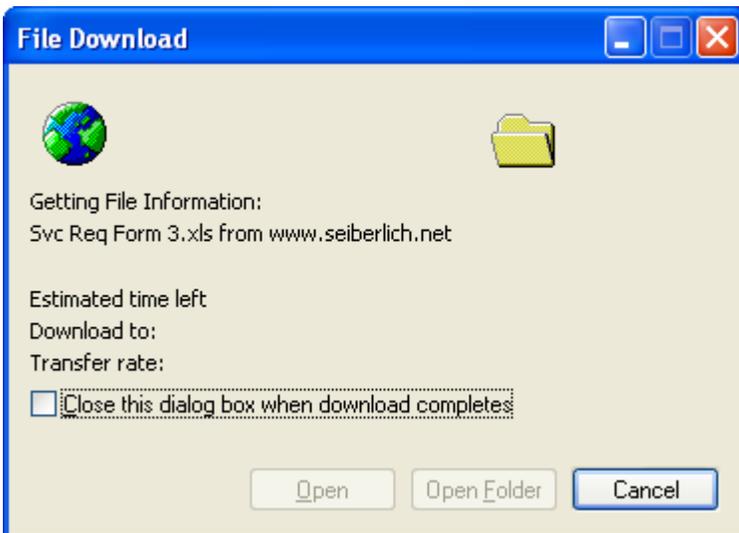
Select your Department. Example = Service select service under the Seiberlich Trane logo.

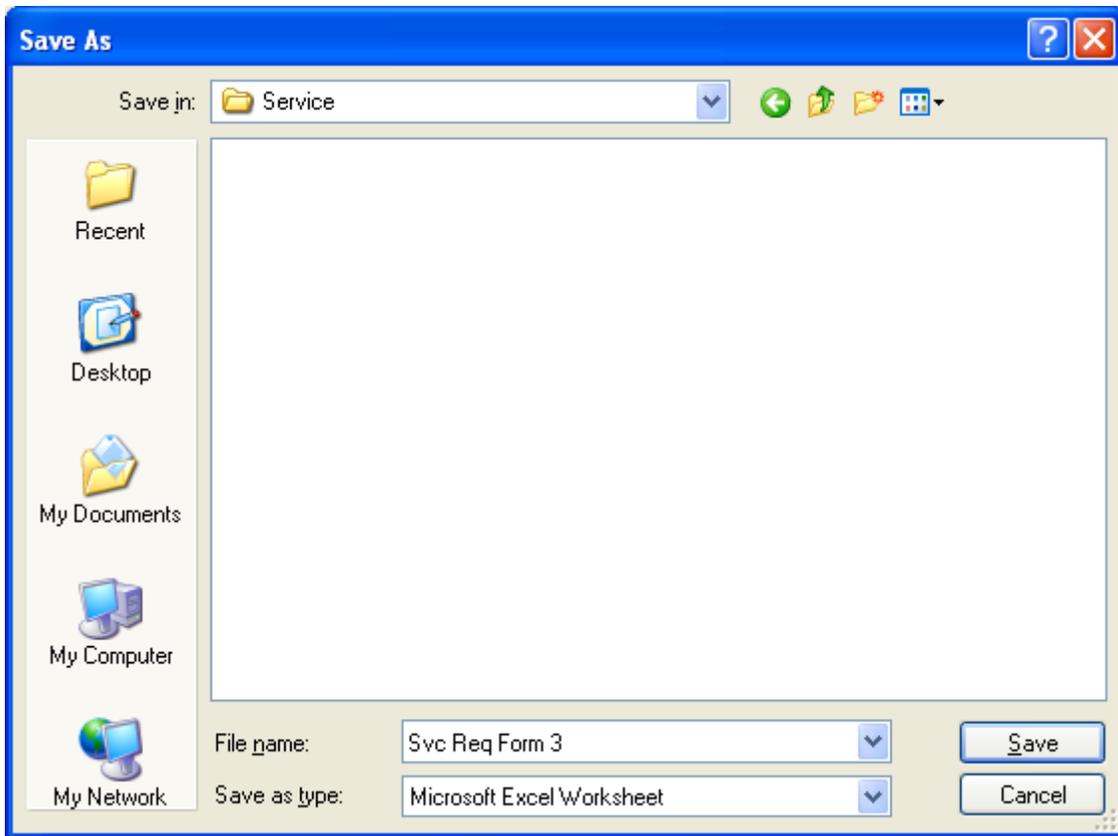
This will bring you to the file directory menu. This looks exactly like the T: drive when you are in the office. It has the same directory structure.



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.





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

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