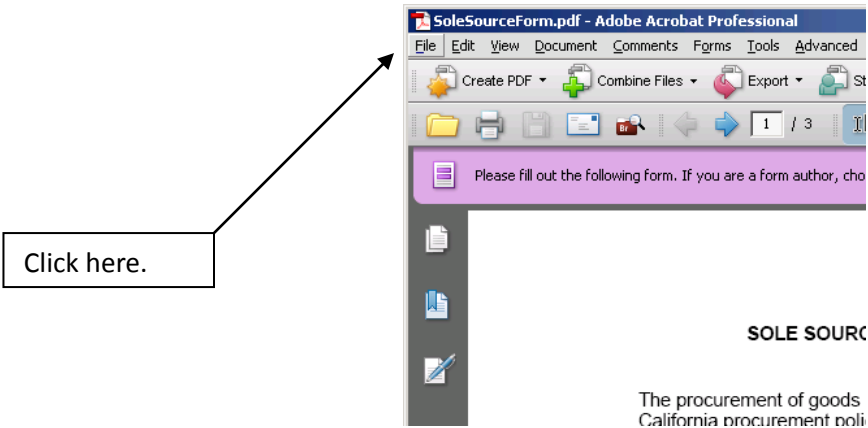
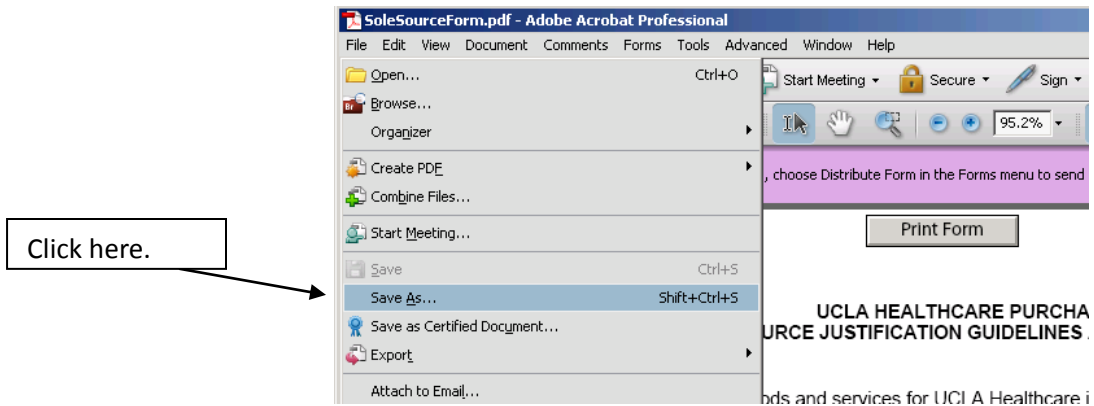


Saving a PDF File from our Website to Your Computer

1. Locate and click on the “FILE” from the *Acrobat* toolbar within your browser window:



2. When the “Save AS”... dialog box appears, navigate to the location on your computer or network to which you would like to save the PDF file (circled in red, below top).



Notice that the file name (in this example SoleSourceForm.pdf) appears automatically in the File name: box further down the dialog box — if the file name did *not* appear automatically or you wish to change the file name for your own use, type in your preferred file name.

When you have chosen the save location and verified that the file name is correct, click **Save**

