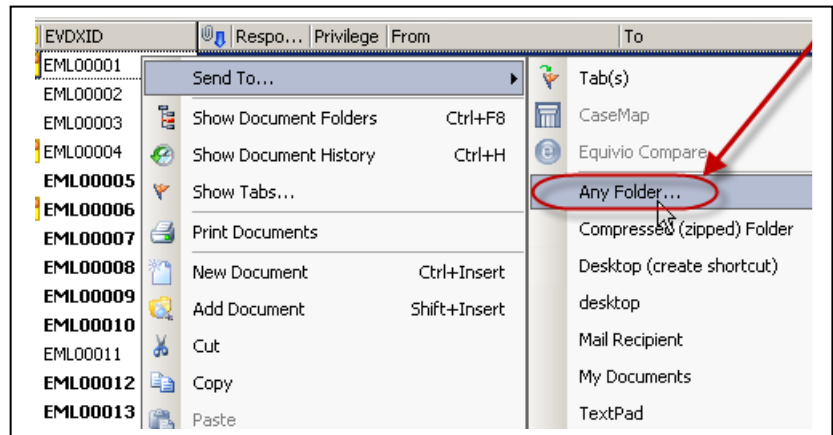


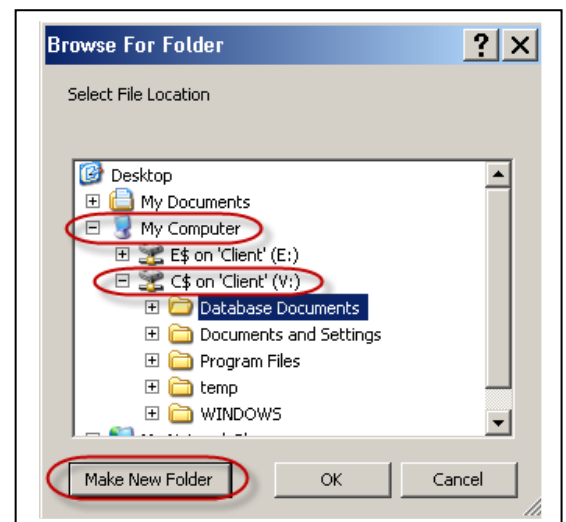
How to Save a File Locally

To save a file locally, the Native Client must be in use when accessing the database. The guide "Turndox_First Time Login.pdf" details the Native Client setup. This guide is typically provided as an attachment to the email with the account information.

- 1) Right-click on the document(s) in the column view, select 'Send To...', then 'Any Folder ...' per the screenshot to the right.
- 2) From the 'Send Document Options' window, leave 'File Attachment(s)' selected, then select 'OK'.



- 3) If queued to set 'Client File Security', select the options for 'Full Access,' 'Never ask me again' and then 'OK'. If an alert message pops up, simply select 'OK' and 'OK' again to proceed.
- 4) Expand 'My Computer', then expand 'C\$ on Client (V:)'. Select an existing folder or 'Make New Folder' per the screenshot to the right. Then select 'OK' to save the files to this location.
- 5) To navigate to the files you have saved, open Explorer ('My Computer' in Windows XP), select the (C:) drive, and open the folder you selected. From this point, you can open the files, save them to a different location, or email them from this location.



- 6) If further troubleshooting is needed to enable this function, please contact support@evidox.com or by phone at (617)-654-9060.