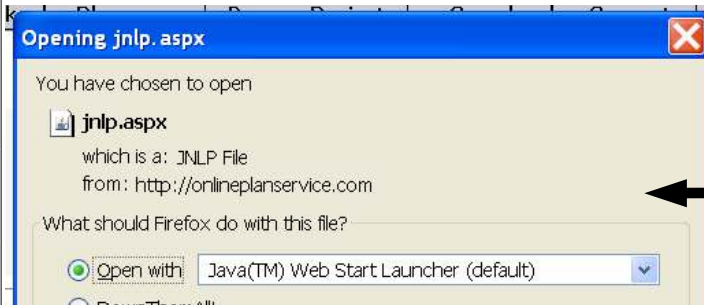
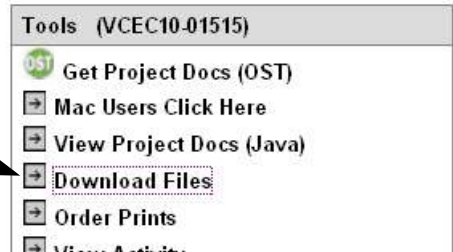


Online Planroom Tips & Tidbits

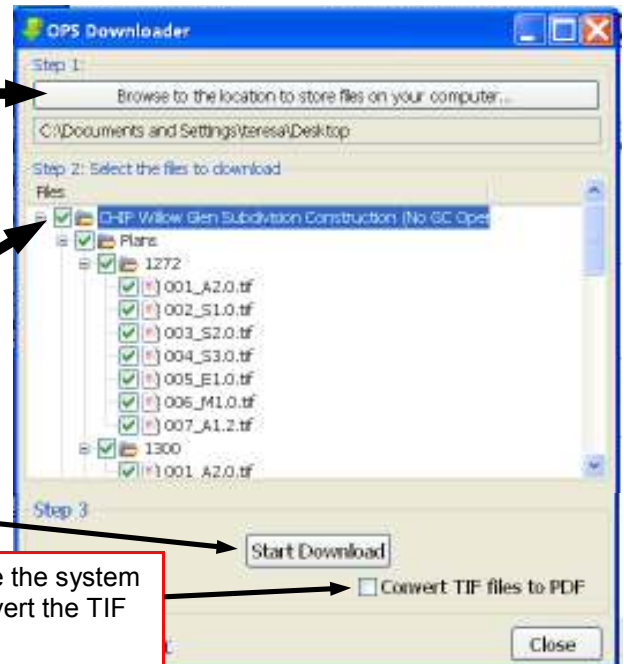
EASILY DOWNLOAD DOCUMENT FILES FOR A PROJECT!!

You can easily download plan, spec and addenda files to any location on your computer. In the "Tools" box for a project, click "Download Files".



Java should start automatically. If not, you might see a message like this one. If so, Click "OK".

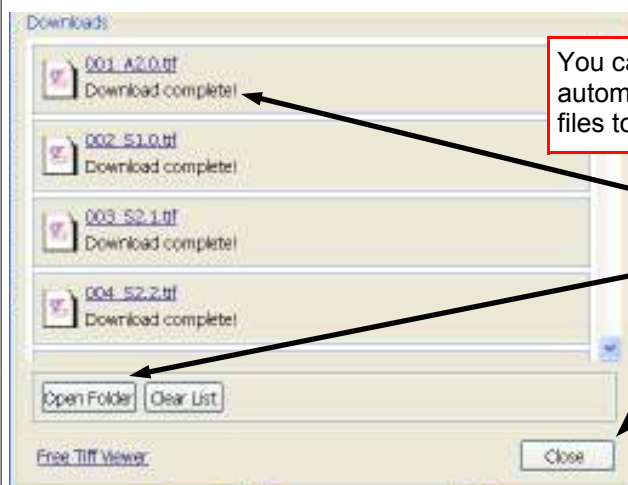
The "OPS Downloader" window will open. Click "Browse to the location to store files on your computer" to choose where to save the project folder. The location they'll be saved to will be shown in the box under the button. (In the example, we are saving the project to our "Desktop".)



If you click the main project folder, everything under it will be checked automatically and included in the download (note the green check marks). You can also check individual files or folders if you don't want everything.

Click "Start Download".

You can also have the system automatically convert the TIF files to PDF!



Once all the files show "Download complete", you can click "Open Folder" and it will open the main folder containing your docs or you can "Close" the window and open the folder yourself from the saved location.

This tool is an easy way to download files to be saved to disk or attached to an Email !!

-- The "Free Tiff Viewer" is a software alternative to OST or the Java Viewer - it'll have to be a subject for another Tips & Tidbits.