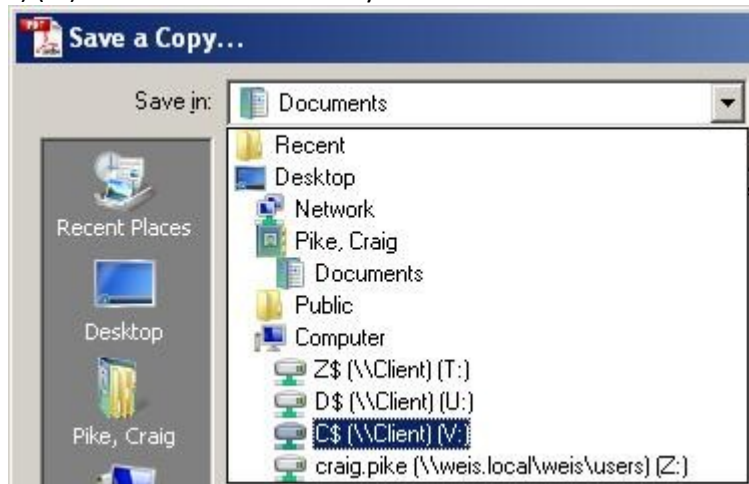


MY ILLUSTRATIONS

Saving Illustrations to My Computer

Assumption, AXA, BMO, Canada Life, Desjardins, Equitable, Foresters, Manulife, RBC, Transamerica

1. Log in to My Illustrations and launch the appropriate application.
2. Once you have entered all variables click “View Report” or “Preview Illustration”. Adobe Reader will now launch with your illustration.
3. Click “File”.
4. Click “Save a Copy”. You may see a warning regarding the ability to save changes, simply click “OK”. If you do not want to see this warning again, check “Do not show this message again”.
5. You will now be presented with the “Save a Copy...” window.
6. Click the pull-down menu next to “Save in:” located near the top of the window.
 - a. If a window entitled “Client File Security” appears, select “Full Access” and “Never ask me again” and click “OK”.
7. Click “C\$ (\\Client) (V:)”. This is the location of your local hard drive.



8. Double-click a folder entitled “My Illustrations”, if you do not have this folder proceed with step “a” below, otherwise proceed to step “9”:
 - a. Click the icon titled “Create New Folder”.
 - b. Type “My Illustrations” as the folder name and hit the “Enter” key.
9. Type a name for your illustration in the “File name:” field.
10. Click “Save”.
11. Click “Start”, “My Computer” or “Computer”.
12. Double-click your local drive (aka C:).
13. Double-click the folder entitled “My Illustrations” and you will see the PDF copy of your illustration.