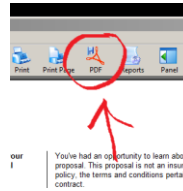
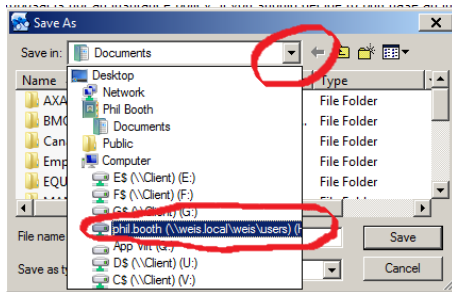


Saving Empire PDF's

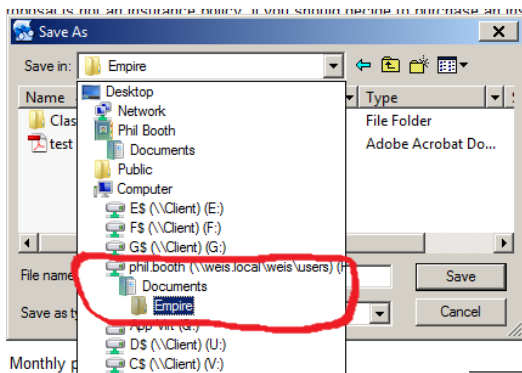


1) From the preview screen click on the save PDF icon.

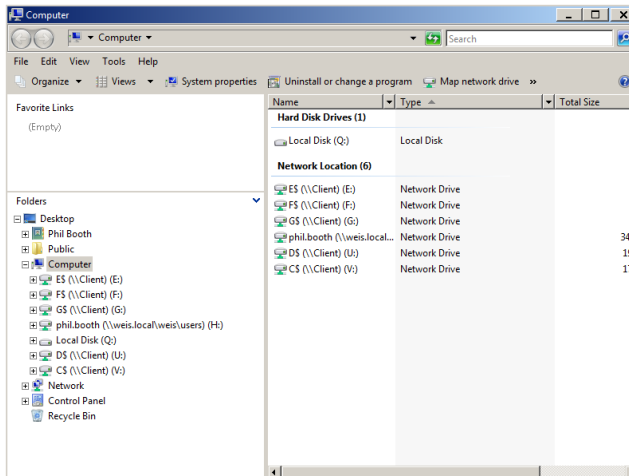
2) From the save as dialogue click on the drop down arrow to reveal your remote network save location. Note the phil.booth directory? This is the user logged in. Your username should appear in this list of remote drives.



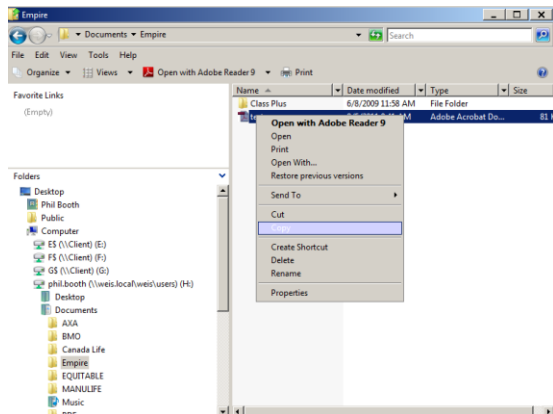
3) Save your document within an easy to locate directory such as documents\Empire (see example) and click ok. Your document is now saved on the remote network. Next we will relocate it to your computer



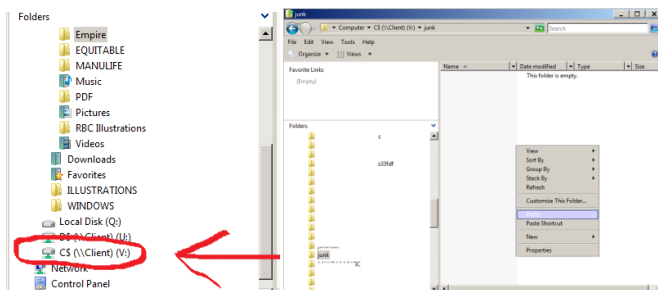
4) Click on the "network drive" Icon in the empire directory



You will see this window - Notice the Phil.booth directory? This is where we saved the document we want to relocate. Navigate back to the save location and copy the file by right clicking and selecting "copy" (see screen cap)



5) Now scroll down on the left directory tree to drive called C\$ (\\client) (V:). This is the C drive on your personal computer you are using right now. (see screen cap) Double click that drive. Find a location on your computer (or make one) and save the file there by right clicking in the save location and selecting "paste"



Now your file is saved locally and you can print it with your local printer.