

# HOW TO DOWNLOAD AND PRINT BEGINNERS' KAFFEE KLATCH FILES FROM THE INTERNET

Beginners' Kaffee Klatch  
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The following will provide a step-by-step procedure for downloading a file from the Internet to the hard drive of your computer.

A file from the Beginners Kaffee Klatch Handout Web page is used here as an example of how to download to your Desktop. This procedure applies to all files downloaded from any of the Club's Web sites. You can choose to download files to places other than the Desktop.

SCSCC handout files are in PDF (portable document format). In order to open a PDF file, you need a program called **Adobe Reader**. During this presentation, we will show you how to download and install Adobe Reader should you not have it as a program on your computer.

Connect to the Internet through your Internet Service Provider. In the **Address bar**, type: **scscc.com/bkk**. Then press the <Enter> key on your keyboard.

1. On the Beginners Kaffee Klatch Web page, move your mouse pointer to the title of the file that you want to download. The mouse pointer changes into a hand. Right-click the title of the file. A drop down context menu appears. From the context menu, click **Save Target As....** The **Save As** dialog box opens.
2. In the **Save in** box, display the location where you want to download the file. To do this, click the down-arrow at the end of the **Save in** box. A drop-down menu appears. Click **Desktop** and that location will now be displayed in the **Save in** box. (Note: You do not need to change anything that appears in the **File name** box or the **Save as type** box.)
3. Click the **Save** button in the lower right-hand corner of the **Save As** dialog box. The selected file will now download to your Desktop.
4. The **Download complete** window opens; click **Close**. (Depending on your settings, this step may happen automatically.)
5. Close the Beginners Kaffee Klatch Web page.
6. Double-click the downloaded icon on your Desktop and the file will open.
7. To print the document, left-click on **File** and then select **Print** from the drop-down menu.
8. When the Print Dialog box appears, click on **OK**.

If you wish to save the downloaded file and move it to a different location on your hard drive, simply right-click on the file and then move down and left-click on **cut**.

Now locate the folder that you want to house the file, right-click on it, and select **paste**. The file will not be removed from the Desktop and electronically moved to your new location.