

## Presbytery Technology Cheat Sheet

To download and view the Presbytery documents on to your Laptop / Tablet please use the following steps. If you require further assistance please contact the Uniting Church Centre on 9260 9800 or email: [Frances.Stanley@wa.uca.org.au](mailto:Frances.Stanley@wa.uca.org.au)

### Tips:

It is recommended that you download the documents prior to the meeting or save the documents to your desktop, as Wi-Fi will not be available at the meeting.

### Laptop Users

#### **To view documents on the website**

1. Click on the following hyperlink to open the [Presbytery](#) website where the documents for Presbytery 2016 are located.
2. Click on the required document to open it.

#### **To download documents from the website**

1. Create a folder on your laptop where the documents can be saved to. For example "Presbytery 2016."
2. Click on the following hyperlink to open the [Presbytery](#) website.
3. Right click on the required document and select 'Save As' option. Choose the "Presbytery 2016 Documents" folder and click save. You may need to do this for each document separately.
4. The documents will now be downloaded.

#### **To view documents on the website**

1. Click on the following hyperlink to open the [Presbytery](#) website
2. Click on the required document to open it.

### Tablet Users

Please note that with the variety of tablets available on the market we are unable to provide specific information for each type. Below is a general description of how to download the documents.

#### **To download documents from the website**

Please note you will need to have an application where the document can be stored.

Click on the following hyperlink to open the [Presbytery](#) website.

1. Click on the required document to open it.
2. Touch the screen to bring up the name of the document.
3. In the top right hand corner you will have an option to 'Open' in other applications. Click on where it says Open in to look at the options. Select the one which says 'Open in your chosen program.'
4. It will automatically launch the application.
5. When prompted save the document to by clicking on Save.
6. Repeat steps 3 to 7 to download all the documents.
7. The documents will now be downloaded.