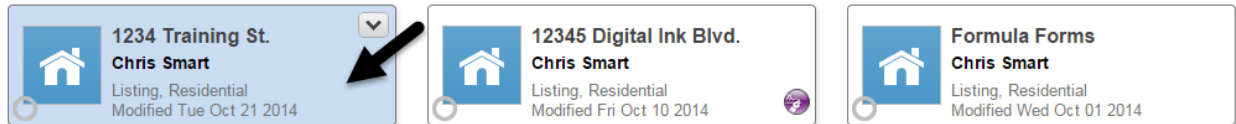
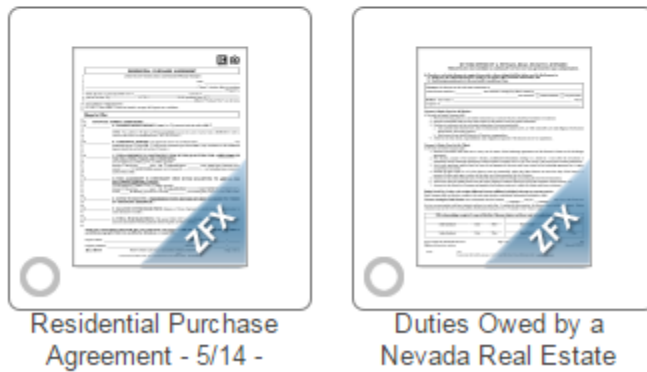
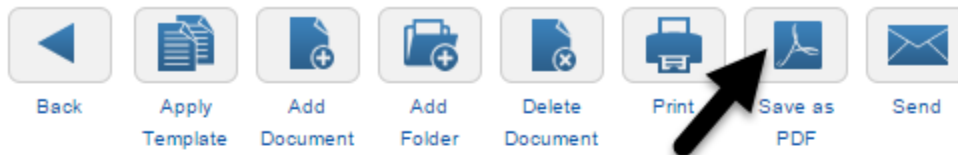


Step by step instructions to saving your zipForm[®] transactions to your computer:

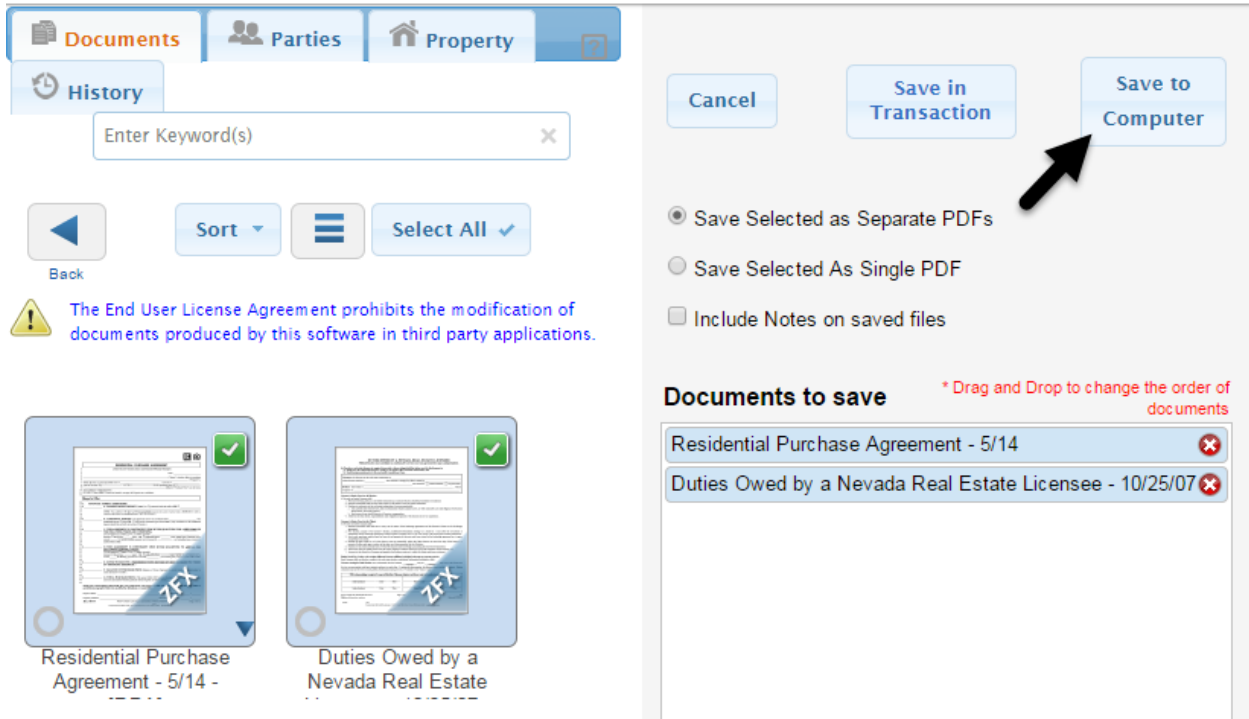
1. Open up the transaction you wish to save:



2. Click on Save as PDF

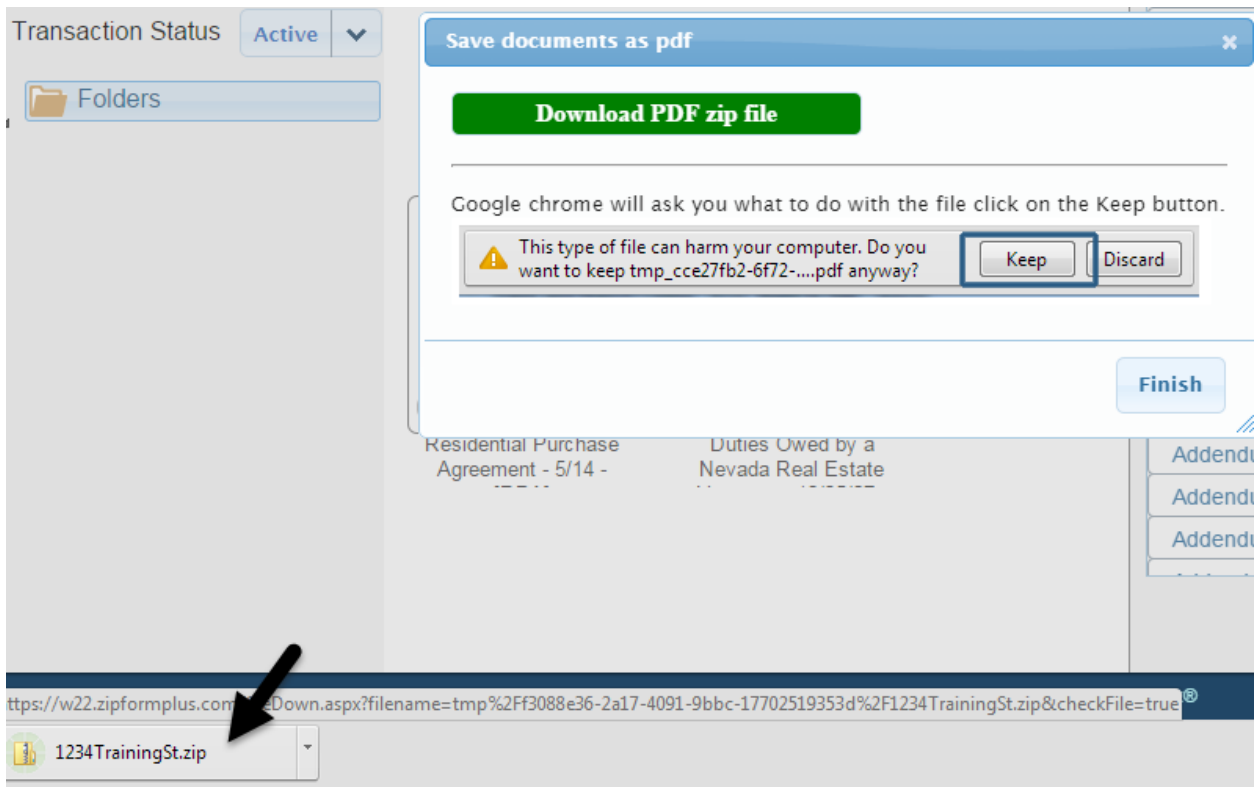


3. Select the forms you would like to save and click on Save to Computer
 - a. You will also have the option to save the forms as a separate PDF or a single PDF. In the example below if I save the forms as separate PDF's the Residential Purchase Agreement will be one PDF and the Duties Owed will be saved as another separate PDF on your computer. If I save them as a single PDF, when you open the PDF on your computer it will show all of your selected forms listed one right after the next in the order listed under the Document to save section.

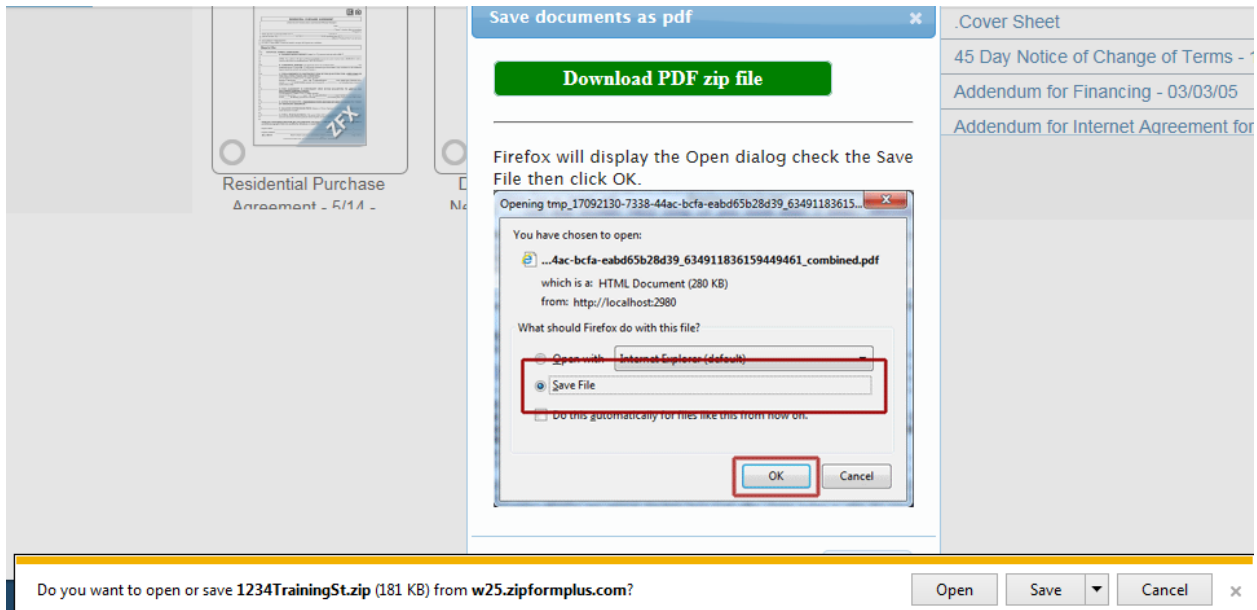


4. Once the file is saved to your computer and follow instructions based on your browser

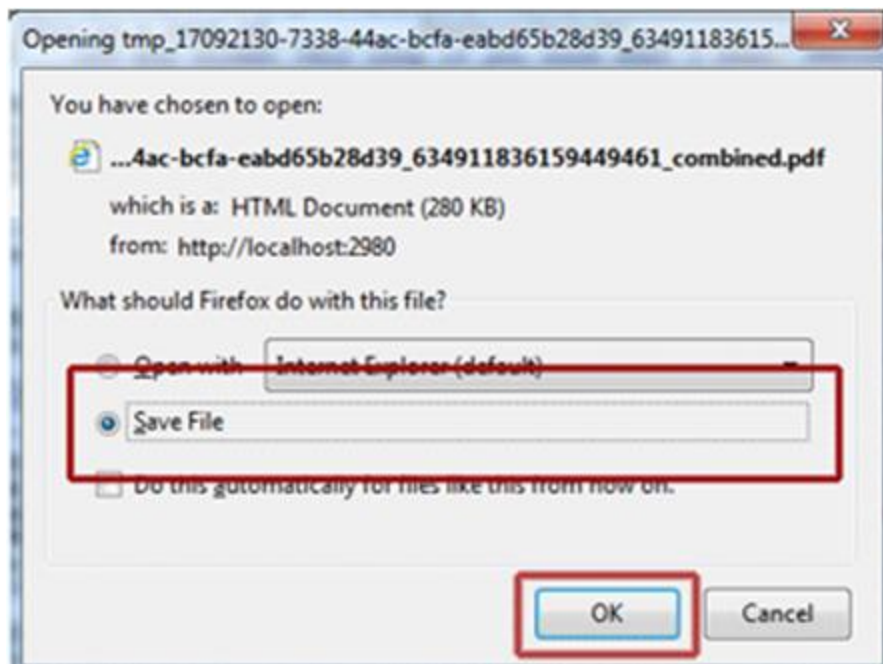
Google Chrome – Click on the .zip file



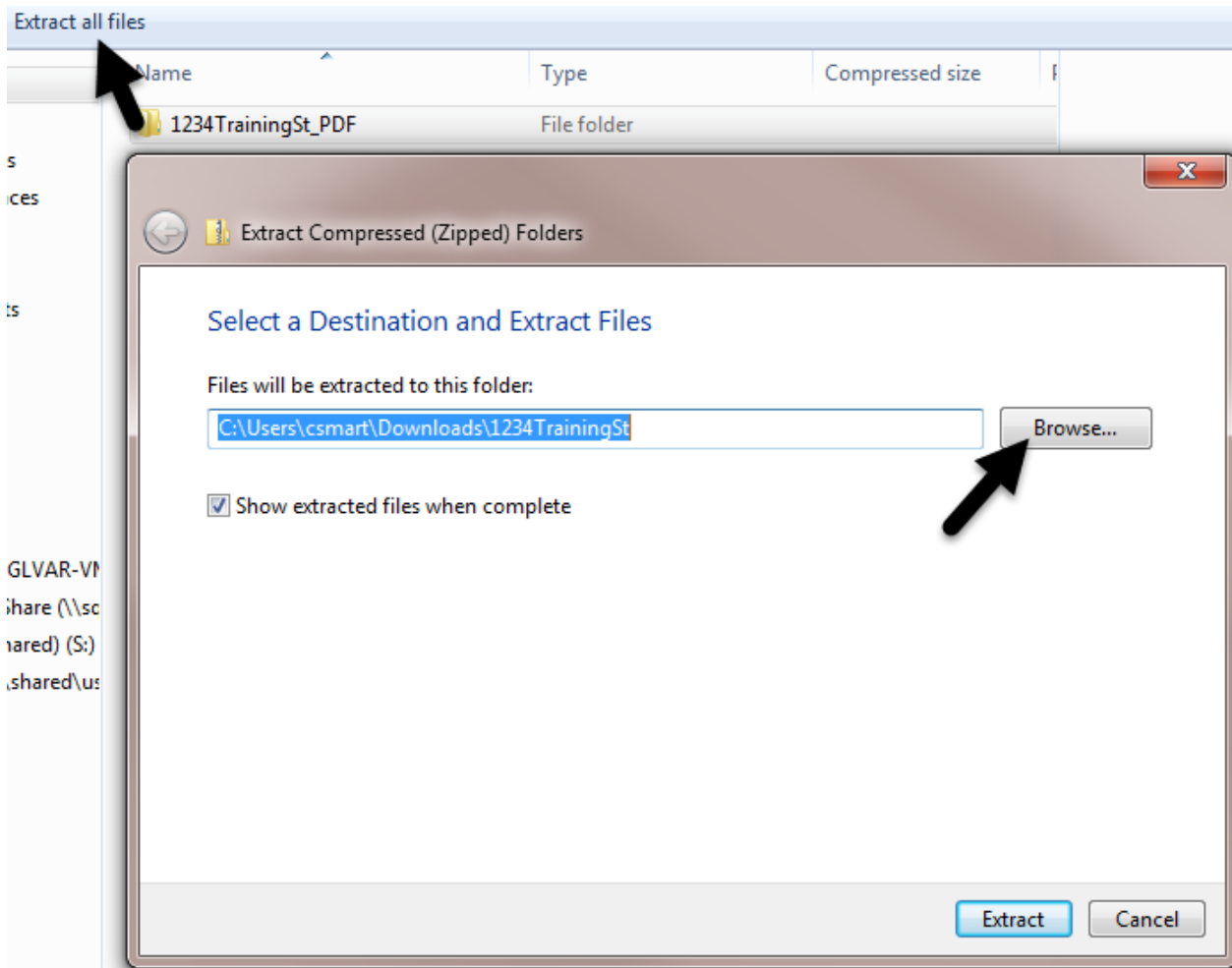
Internet Explorer – Click Open



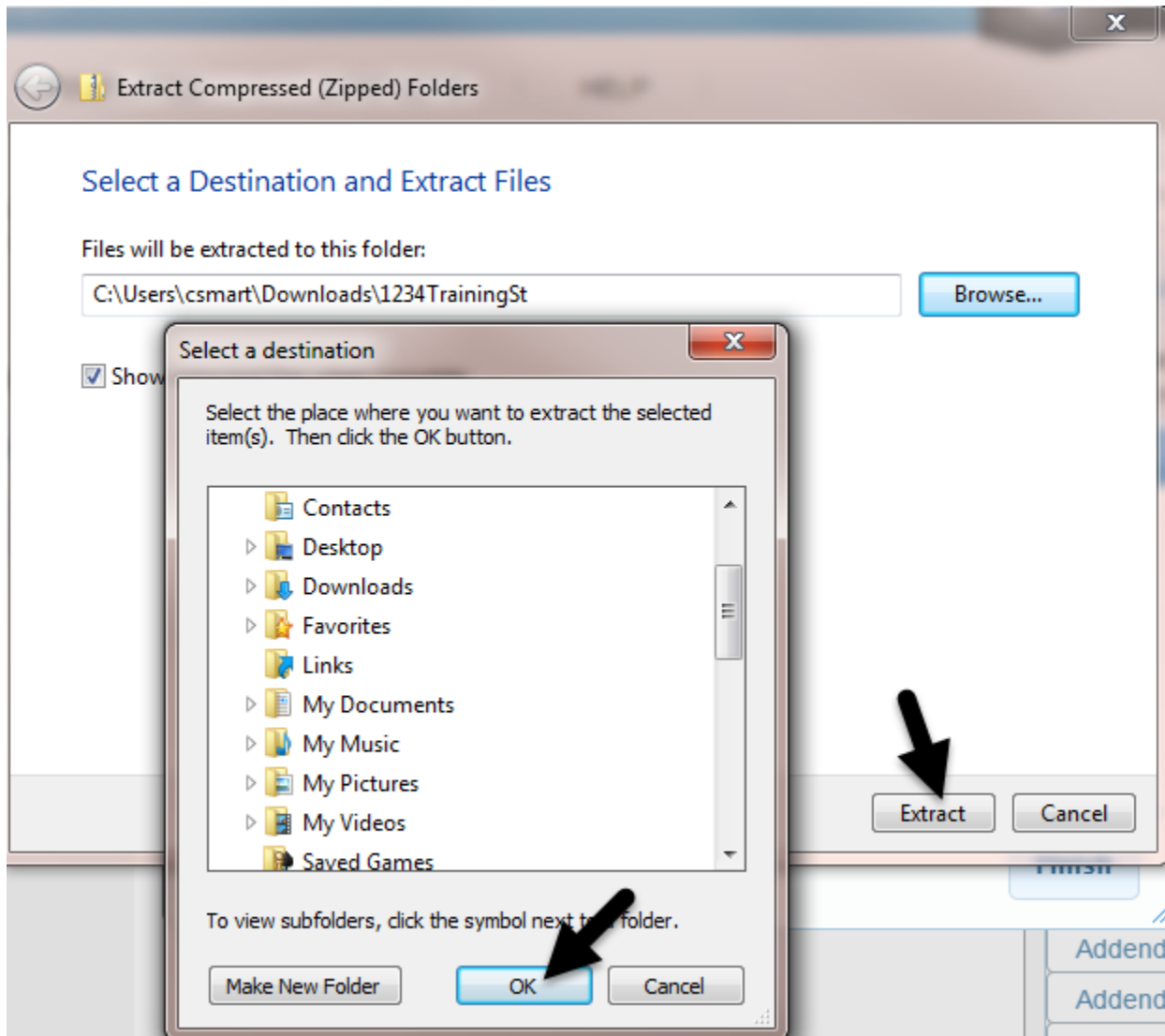
Mozilla Firefox – Choose Save File and click OK and open file



5. Click Extract all files and then click the Browse button to choose where you will be saving the forms



6. Select a destination where you want to save your forms, click OK and then click Extract



7. You will now find that transaction folder wherever you chose to save it

