

Downloading Handouts from Handout Folders

In some cases, when you click on a handouts link you may be presented with a list of handouts. Below are instructions on how to download handouts from the list view.

The screenshot shows a file list interface with columns for Type, Name, and Modified. The file 'Court Report Attachments' is selected. A context menu is open for this file, showing options like View Properties, View in Browser, Version History, Send To, and Convert Document. The 'Send To' submenu is open, showing 'Other Location', 'E-mail a Link', and 'Download a Copy'. Three blue callout boxes provide instructions: '1. Roll mouse over a file' points to the 'Court Report Attachments' row; '2. Select Send To' points to the 'Send To' option in the context menu; '3. Select Download a Copy' points to the 'Download a Copy' option in the 'Send To' submenu.

Type	Name	Modified
Word Document	Comprehensive Court Report	11/13/2013 9:26 PM
Word Document	Court Report Attachments	11/13/2013 9:26 PM
Word Document	Court report document mapping final	11/14/2013 2:06 PM
Word Document	CourtReptKeyTakeaways	11/13/2013 9:26 PM
PDF Document	FamLink Court Report	11/14/2013 5:32 PM

1. Roll mouse over a file

2. Select Send To

3. Select Download a Copy