

Quick How-To:

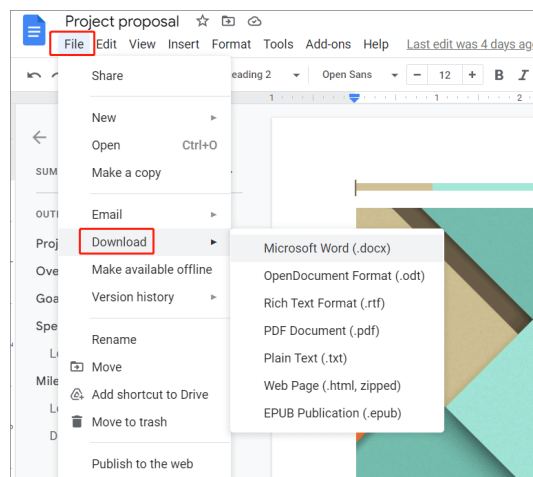
How to Download and Open a Document

This guide is for first-time tech users who want to learn how to download and open a document from the internet or email.

Step-by-Step Instructions

Step 1: Click the Download Link

- In your email or on a website, click the link or button that says **Download**.



- A file will begin saving to your device.

Step 2: Find the File

- Look in your **Downloads** folder.



- You can also search for the file name.

Step 3: Open the File

- Double-click or tap the file to open it.

- It may open in Word, PDF Reader, or another program.

You Did It!

You've downloaded and opened a document — this lets you read, save, and use important information.