# How To Save an e~Print Report as a "Text" document on your PC

When using Netscape Navigator: *(NOTE: Documentation is based on Netscape ® Communicator version 7.1)*

1. Click on the "Text" icon **TEXT** by the report you want to download to your PC.
2. The document will automatically open in WordPad.
3. Select ***File/Save As*** and pick the location on your PC where you want to save the file (i.e., C:\Temp) and click on "Save" (Note: You have the option to rename the file at this point, if you wish.).
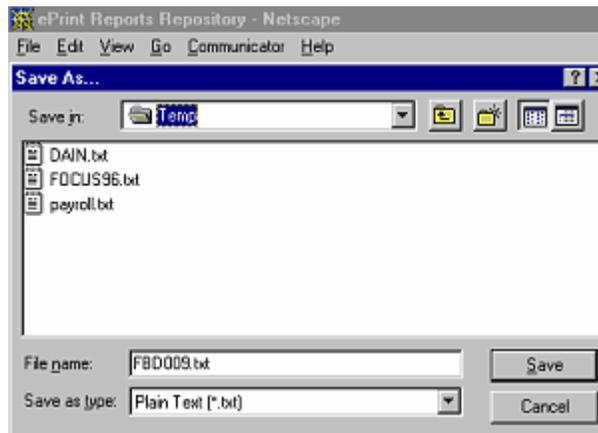
4. Open the saved file in Microsoft Word.

5. Reformat the document as follows:
   o Select ***Edit/Select All*** from the toolbar (this will highlight all text in the document).
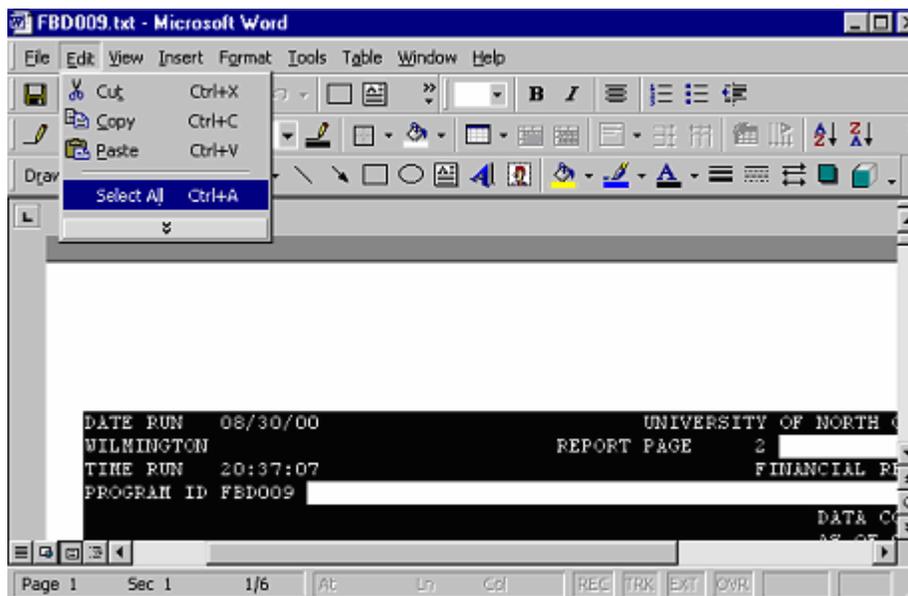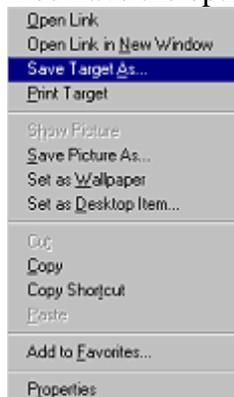

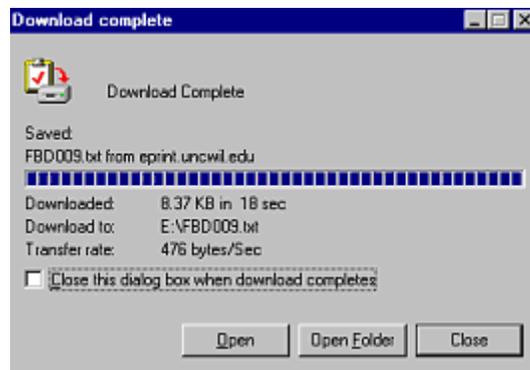   o Select ***File/Page Setup*** from the toolbar

- Margins Tab: Change right and left margins to 1" and top and bottom margins to .5"
- Orientation: Indicate "Landscape" and click "O.K." button
o Select *Format/Font* from the toolbar
  - Font = Courier New
  - Style = Regular
  - Size = 8
  - Click "OK" button
o Click anywhere on the document to un-highlight text in document
o Select *File/Save As* and change "Save as type" to: "Word Document (*.doc)" and click on the "Save" button to save the re-formatted version to your PC.

When using Microsoft Explorer:

1. **RIGHT MOUSE CLICK** on the "Text" icon TEXT by the report you want to download to your PC.
2. Select "Save Target As…" and another window will open that will allow you to pick the location on your PC where you want to save the file (i.e., C:\Temp) and click on "Save." (Note: You have the option to rename the file at this point, if you wish.)

Open Link
Open Link in New Window
Save Target As...
Print Target
Show Picture
Save Picture As...
Set as Wallpaper
Set as Desktop Item...
Cut
Copy
Copy Shortcut
Paste
Add to Favorites...
Properties

3. Close the "Download Complete" window.

Download complete

Download Complete

Saved:
FBD009.txt from eprint.uncwil.edu

Downloaded: 8.37 KB in 18 sec
Download to: E:\FBD009.txt
Transfer rate: 476 bytes/Sec

☐ Close this dialog box when download completes

Open   Open Folder   Close

4. Continue on by following the directions from "When Using Netscape Navigator Search" above starting with #4.