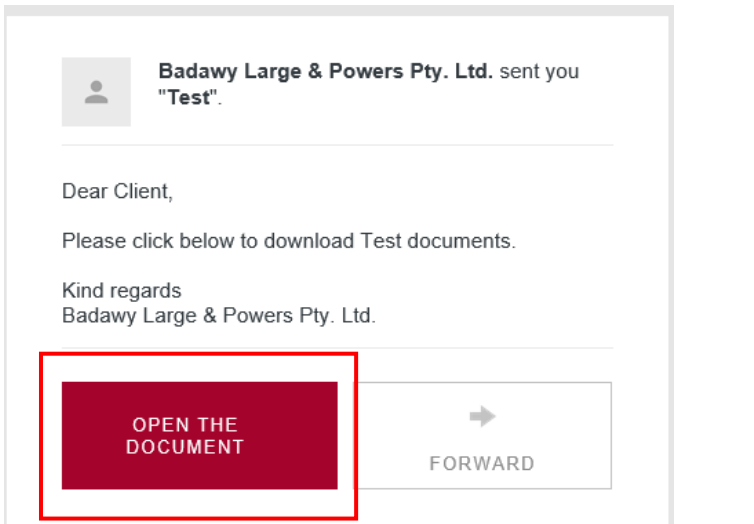
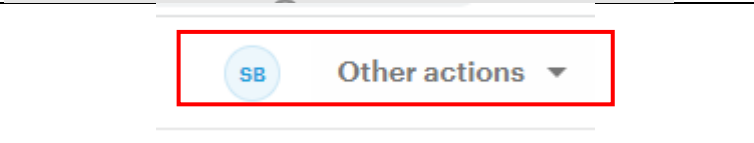
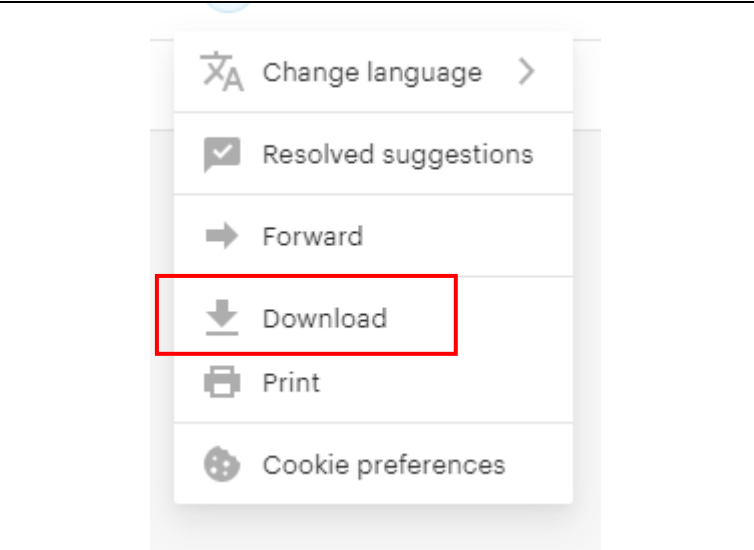
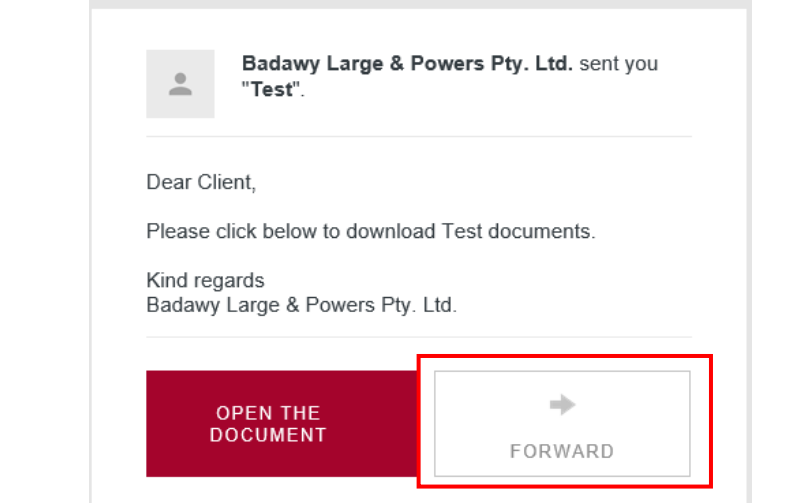


HOW TO DOWNLOAD & PRINT YOUR DOCUMENT

<p>1. Click OPEN THE DOCUMENT in the email</p>	 <p>The screenshot shows an email interface. At the top, it says "Badawy Large & Powers Pty. Ltd. sent you 'Test'". Below that, it says "Dear Client, Please click below to download Test documents. Kind regards Badawy Large & Powers Pty. Ltd." At the bottom, there are two buttons: "OPEN THE DOCUMENT" (highlighted with a red box) and "FORWARD".</p>
<p>2. Click Other actions in the top right hand corner</p>	 <p>The screenshot shows the "Other actions" dropdown menu. The header "Other actions" with a downward arrow is highlighted with a red box. To the left of the header is a blue circle with the letters "SB".</p>
<p>3. A drop-down menu will appear. Click download. A message at the bottom "Generating a PDF file" will appear briefly – let this process</p> <p>4. The document will download to your downloads folder (Windows) or otherwise please save to your preferred location</p> <p>5. Open the document & print to your printer as per your normal process</p>	 <p>The screenshot shows the "Other actions" dropdown menu. The "Download" option, which includes a downward arrow icon, is highlighted with a red box. Other options visible include "Change language", "Resolved suggestions", "Forward", "Print", and "Cookie preferences".</p>

OPTIONAL PROCESS: SENDING THE DOCUMENT TO SOMEONE ELSE TO VIEW & DOWNLOAD

If you would like to send the document to someone else, please follow this process

<p>1. Click FORWARD in the email</p>	 <p>The screenshot shows an email interface. At the top, it says "Badawy Large & Powers Pty. Ltd. sent you 'Test'". Below that, it says "Dear Client, Please click below to download Test documents. Kind regards Badawy Large & Powers Pty. Ltd." At the bottom, there are two buttons: "OPEN THE DOCUMENT" and "FORWARD" (highlighted with a red box).</p>
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2. Enter the recipients email address in the **TO** section, then:
- (Optional) type a message to the recipient where it says **Optional private message**.
 - Click **Forward** at the bottom

Forward document ✕

TO

Sunny Badawy forwarded "Test" to you

3. No further action from you. The recipient then receives an email & opens & downloads the document as per the process above.