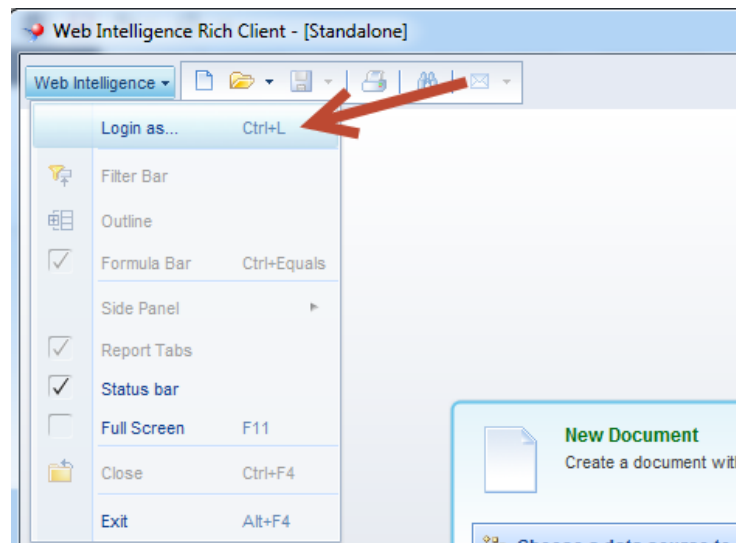


Importing a Document from EDDIE to your Desktop

This tip will explain how to import Web Intelligence documents that are saved in EDDIE to your desktop and to save them locally on your computer.

Login to Web Intelligence Rich Client

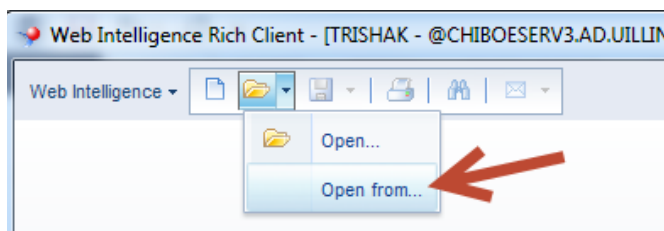
1. Open the Web Intelligence Rich Client program on your computer
2. If your connection status shows Disconnected, connect to the server:
 - a. Click the Web Intelligence drop-down menu
 - b. Select **Login as**



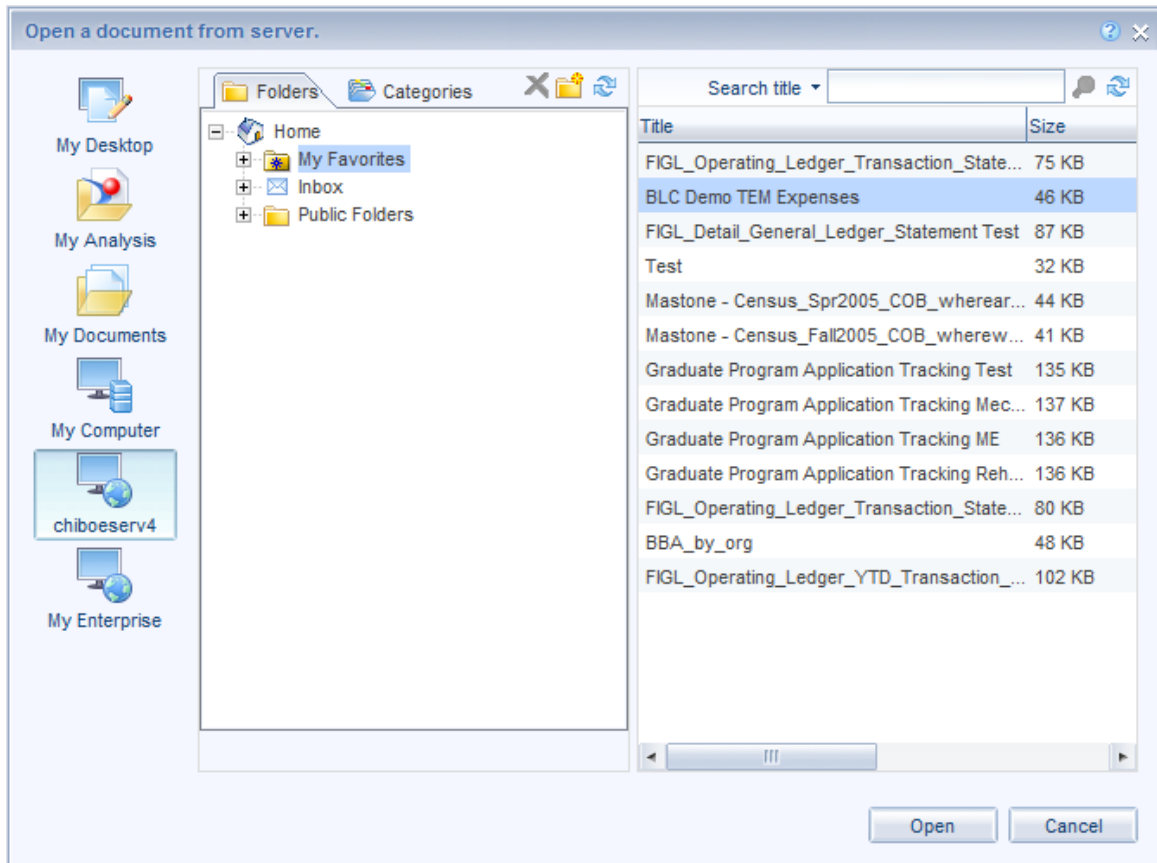
- c. Enter your user name and password
- d. Click **Log On**

Open Documents from EDDIE

1. On the Web Intelligence Toolbar, click the **Open** menu button.
2. Select **Open from...**

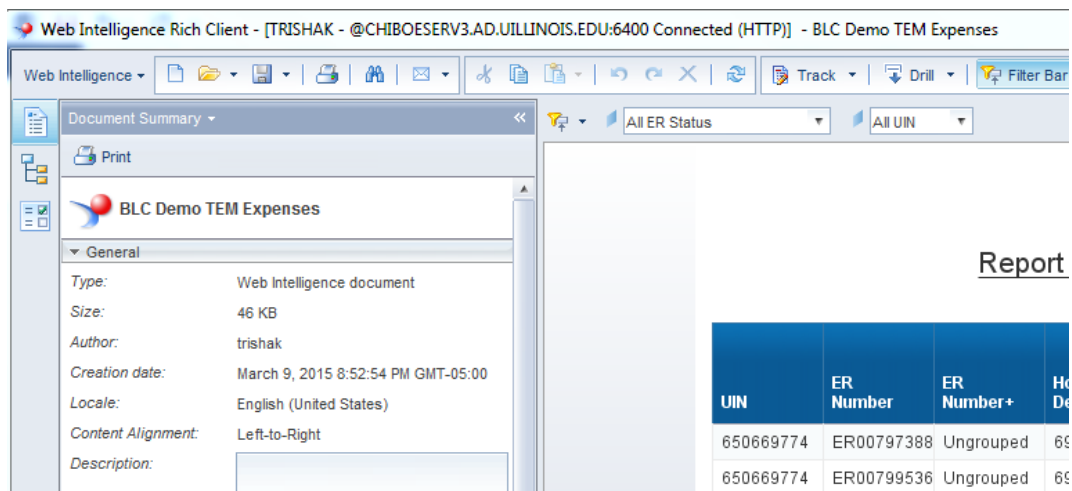


3. Locate the desired document to open. You can open documents from your Favorites folder, the public folders, corporate categories, and your Inbox.



4. Select the desired document(s) and click **Open**.

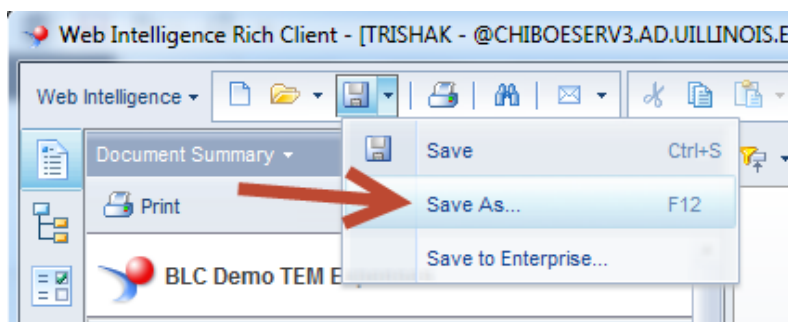
The selected documents will open in the Web Intelligence Rich Client program. If opening multiple files, they will each open in a new window.



Saving Document to your Computer

Once you have opened the files to the desktop software, you can now save the files locally.

1. Click the **Save** menu button.
2. Select **Save as**



3. Select the location to save the document to.
4. Be sure to check both the **Save for All Users** and **Remove Document Security** checkboxes.
5. Click **Save**.

