# Downloading a Webi Document from EDDIE to your Desktop

This tip will explain how to download a Web Intelligence document from 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 Itnelligence drop-down menu
  - b. Select Login as

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- 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...



Web Intelligence Quick Tip

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

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3. 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.

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#### 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.

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