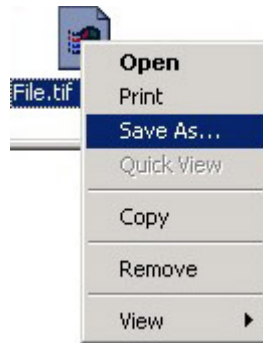


HOW DO I OPEN A TIF?

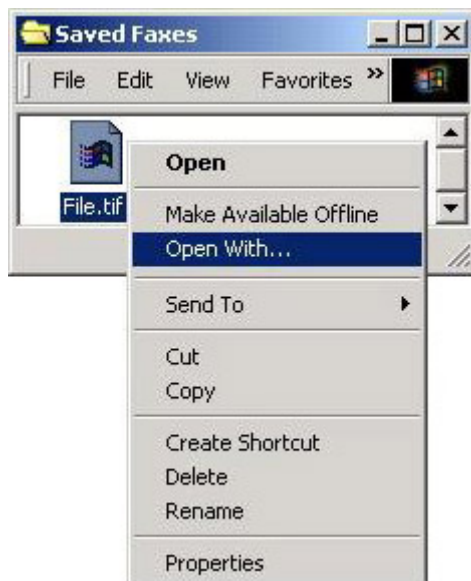
The invoice file attached to e-mail messages will be in TIF format. Follow these steps to open this file.

Open the e-mail and right-click on the TIF file. Select **Save As**.



Browse to the location of your choice and click **Save**.

Now go to your windows desktop and navigate to the location you just specified. Right-click on the file again and select **Open With**.



Select **Imaging** from the window that appears. If you select the **Always use this program to open these files** box, Imaging will become associated with TIF files, and in the future you will simply double-click to open them. Click **OK** to open the file.

