Accessing, Downloading, & Viewing The Tendril - Ten Easy Steps

- 1. PR<u>INT THESE INSTRUCTIONS and then GO TO</u> the IGS Web Page by copying the link below into your Browser's URL filed. http://www.indianagourdsociety.org/
- 2. Now you can go to the "MemberLogin" on the left side of the home page, second item down on the Nav Bar, then enter your userID and password, from the label on a recent issue of "The Tendril" then click "Submit". Your info will look something like this ID: <u>1234</u> (Member ID) P/W: <u>56789</u> (your Zip Code). That area is not locked yet, so leaving both blank will also work, but, you should begin using the ID & P/W as the area will be closed to members only soon.
- 3. Once logged in you may click on and download the current edition of The Tendril. You may also view the AR-CHIVES shown in the upper right corner of this window.
- 4. A new page will appear and show the CURRENT Tendril's Front Page as an ICON and all the separate pages listed to the right side of that. If you simply click on the Icon or any of the individual pages you can read these on-line. If you prefer to DOWNLOAD the files go to Step #5.
- 5. If you Right-Click on the front page icon ALL pages will download when you select "Save Target As" from the popup menu. IF you click on one of the pages to the right of that front page, ONLY the page you Right-click on will be saved when you select the "Save Target As" from the pop-up menu.
- 6. Once the files are on your Desktop you should be able to double-click the Icon and have the file open with the Adobe READER application. If that doesn't happen, go to Step #7.
- 7. At the bottom of the page where you see the Front Page Icon there is an Adobe Reader DOWNLOAD Button. Click on that Button.
- You will be taken to the Adobe Reader Download page. On the bottom of that page is a Gold colored DOWNLOAD Button. Click on that Button. You may need to click the Gold Bar at the top of the Browser window to allow the download to progress.
- 9. SAVE the application to your Desktop. Once Saved, go to the Desktop and double-click the large Red & White ADOBE icon to start the installation. Follow on-screen instructions.
- 10. Once the installation is completed you will be able to open the Downloaded PDF file containing The Tendril.

You may be prompted occasionally to UPDATE the Adobe Acrobat READER. Allow this to happen.

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