# User Guidelines

These instructions have been created for use with Microsoft Windows and Adobe pdf document readers. Downloading the documents will take approximately 1.4 gigabytes of space and will take anywhere from five minutes to one hour depending on your internet connection.

Users can choose to access a list of and view the individual documents or view an Index of Records that contains links to each of the documents.

## To view individual documents:

Simply click here to download the records.

The Index of Records is the first file in the folder. You can view the Index but to activate the links within it, you must follow all of the instructions noted below.

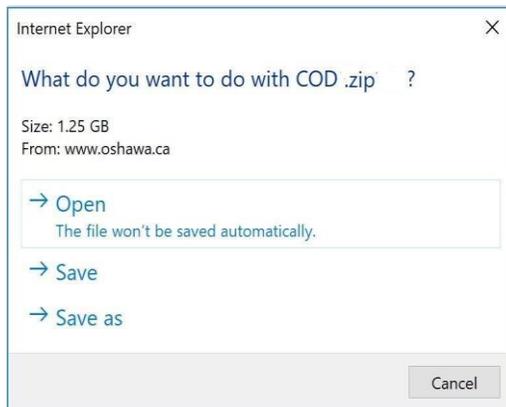## To use Index of Records with links to documents:

In order for the links to work in the Index of Records, users must first extract the files.
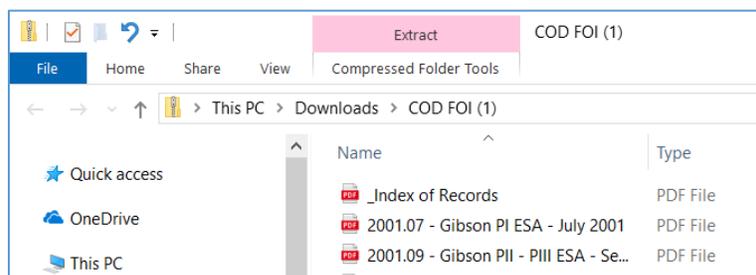
### Extracting the files:

- Click here to open the zip file of records
- The 'zip' file will either:
  - Appear in the lower left corner like this:



, OR
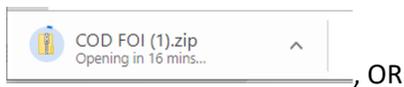
  - If asked what you want to do with the 'zip' file, choose 'Open':



- You will be presented with a list of records in a window like this:



- Click on 'Compressed Folder Tools'
- Select 'Extract all'

- Click 'Browse…' to select a location in your drive to save the files
- Click 'Extract'
- The records will now be downloaded into the folder you chose above

## Using the Index to open records

- Go to your folder where the files were downloaded
- Open the file named _Index of Records *(ensure it is opening using an Adobe product, not an internet browser)*
- The index is sorted chronologically and contains a link to each record

## To view each document in its own tab:

- With a PDF document open, click the Edit button at the top
- Click 'Preferences' and then 'Documents'
- Ensure 'Restore last few settings when reopening documents' is checked
- Ensure 'Open cross-document links in same window' is unchecked