

INSTRUCTIONS FOR DOWNLOADING DOCUMENTS FROM OUR WEB SITE

Sudweeks Distributing is happy to announce we have added new documents to our web site: (<http://www.sudweeksdistributing.com>). They can be viewed on the web site, or downloaded (saved to your computer). After they are downloaded they can be retrieved at any time to print or view. These files are PDF (Portable Document Format). We have a free program (Adobe Acrobat Reader) for you to use to download from our web site.

Instructions for downloading Adobe Acrobat Reader:

- 1) Go to the website.
- 2) The new documents are: Chi Machine Integrates The Brain & Body, Hot House Info, The Electro Reflex Energizer, Isagenix Info, Getting Started with Isagenix. At the bottom of each page is a yellow/red "Get Acrobat Reader" icon.
- 3) By clicking on the Acrobat Reader icon you will open a **new window** to the Adobe Acrobat Reader web site (leaving the Sudweeks Distributing site **open** in the background).
- 4) In this new window you will find two gray boxes, Step 1 and Step 2.
- 5) Step 1. Use the dropdown bars to select your preferred language **and** platform/operating system (your computer's version of Windows, such as: Windows 95, 98, 2000, XP, etc.).
 - a) If you don't know your platform (1) minimize the web sites and (2) click on My Computer, (3) click on Help, (4) click on About Windows. It will list your version of Windows (platform). Once you know your platform (5) close those windows and select it on the Adobe website.)
- 6) Step 2 **Click the Red Download** button in the Step 2 box.
- 7) Upon clicking the download option two things will happen:
 - a) The main window will change to reflect Adobe's Thank You screen.
 - b) A Browse window will appear asking where you would like to download your Acrobat Reader to. Most people select C:, or you could select your Desktop. Then click Continue. A new folder will be created for Adobe. The download will begin, and depending on your connection to the Internet it may take a little while. All the while you should see a progress bar showing how much has been downloaded.
- 8) After the download has completed it will automatically begin to install.
- 9) Follow these steps for installation and you will successfully install Acrobat Reader on your machine.
 - a) OK, Next, Next, OK.
- 10) Adobe Acrobat Reader only needs to be downloaded once.

Instructions for downloading individual documents:

- 1) Now that your Adobe Acrobat Reader is ready, go back to the Sudweeks Distributing website.
- 2) Click on the document you want to download.
- 3) Go to the bottom of any page and click on "Download This Document."
This will download all the pages of the document you are viewing.
- 4) The **first time** you use Adobe Acrobat Reader a window comes up with either "Decline" or "Accept."
Read the End User Agreement and click "Accept."
- 5) If a window comes up with "Open" or "Save" choose "Open."
- 6) The document will open into Adobe Acrobat Reader. At this point you can print the document, and/or save it to your computer.
- 7) Use the **Back button** to return to Sudweeks Distributing website.
- 8) Each document needs to be downloaded individually.