

Opening a file (document)

To open a file stored in the Camping folder browser you will need to have Microsoft Word and/or Adobe Reader. This folder browser is only a storage container. You will not be able to store new files or folders, only download existing files.

Opening a file

1. Select a **folder** from the Folder Names.

BC Girl Guides Folder Browser		
Pages: 1		
Folder Name	Total Files	Download Files
100 things to do at camp - Pipeline pullout	1 files available	Download Files
Cooking skills and techniques	0 files available	Download Files
Gadgets	0 files available	Download Files
Games	0 files available	Download Files
Graces	1 files available	Download Files
Outdoor crafts	0 files available	Download Files
Recipes - residential	2 files available	Download Files
Recipes - tenting	2 files available	Download Files
Tenting skills and techniques	0 files available	Download Files
Pages: 1		
Links		

2. Click **Download Files** located at the end of the folder's line.

Note: If you see 0 files available, the folder is empty.

3. Select your file and click **Download**.

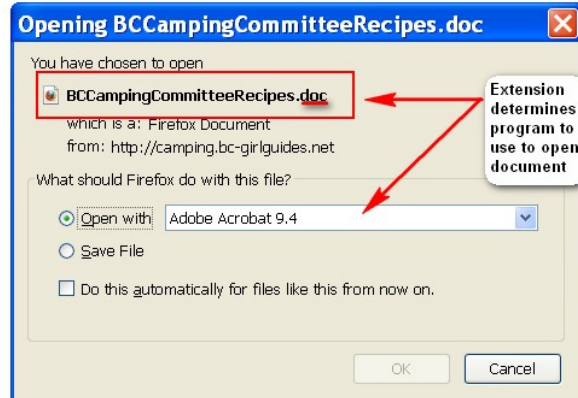
Did you know Internet Explorer, Fire Fox and Safari are all browsers?

Viewing Files	
Return to the last page	
File Name	Download
BCCampingCommitteeRecipes.doc	Download
FunFoodforCamp.pdf	Download

Note: Some browsers will immediately open your selected file in a new window. Print your opened document or save it to your computer if you want to retain an electronic copy.

If your browser does not permit you to open the file, a pop-up window will open to request more information. See step four.

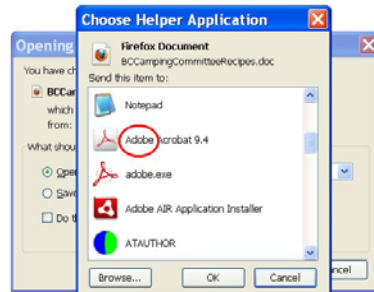
4. Check the extension of your selected File Name.



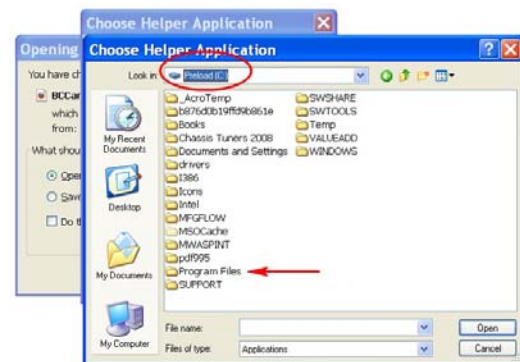
.doc = MS Word document is a Microsoft product
 .pdf = Portable Document File (PDF) an Adobe system

Select **Open with**.

5. Click the drop down arrow and select **Other**.
6. Select a program from the pop-up window.



Note: If an appropriate program is not listed, click **Browse** to gain access to your computer's programs. (Look in C: for Program Files). Select the program to open the file type.



7. Click **OK**.

Your file should open in a new window or show it's available from the bottom toolbar.

IMPORTANT: Print your opened document or save it to your computer if you want to retain an electronic copy.