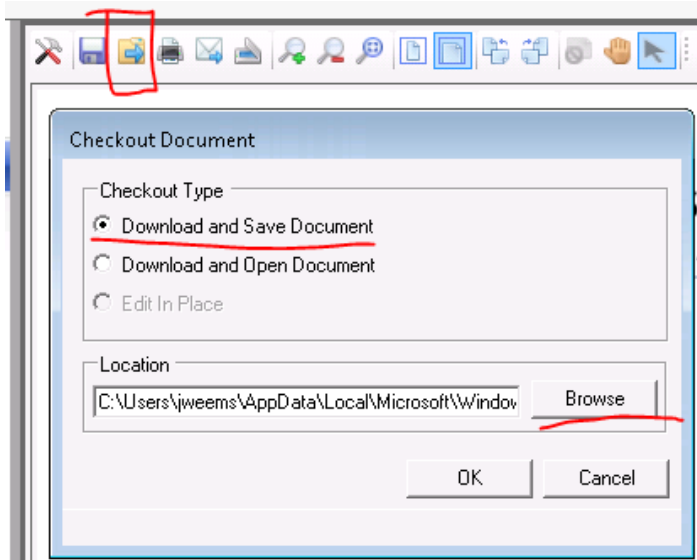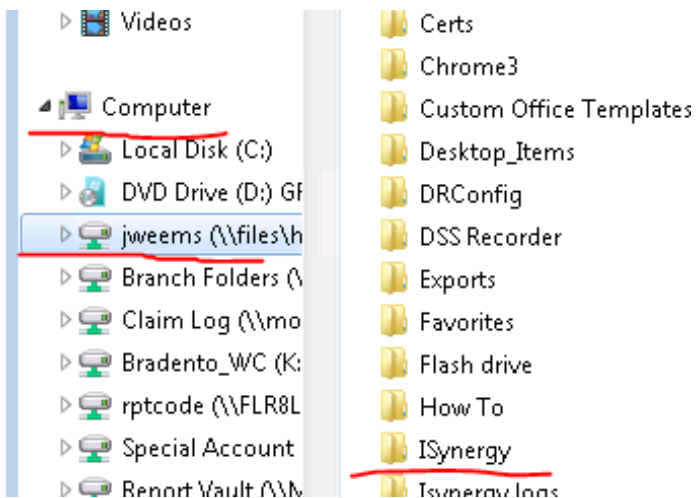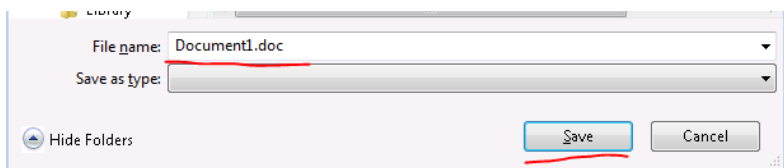Checking out and opening a PDF outside of Imaging
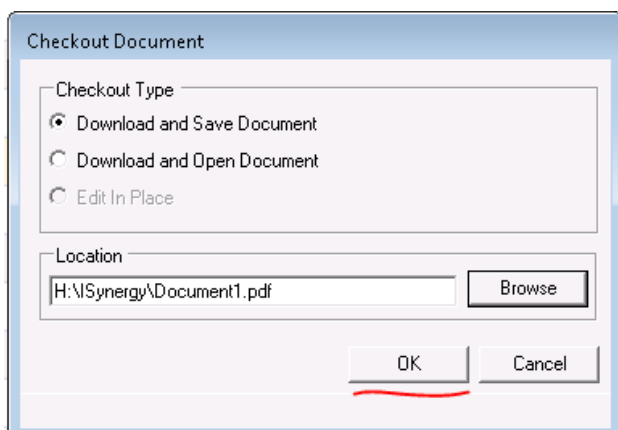

- Click the "Check out" buttons

- Chose "Download and Save Document" option

- Click Browse

- Navigate to a location you want to save the document to
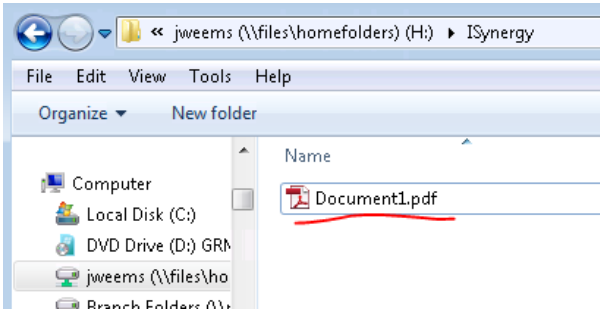- i.e. in the Isynergy folder inside your home folder

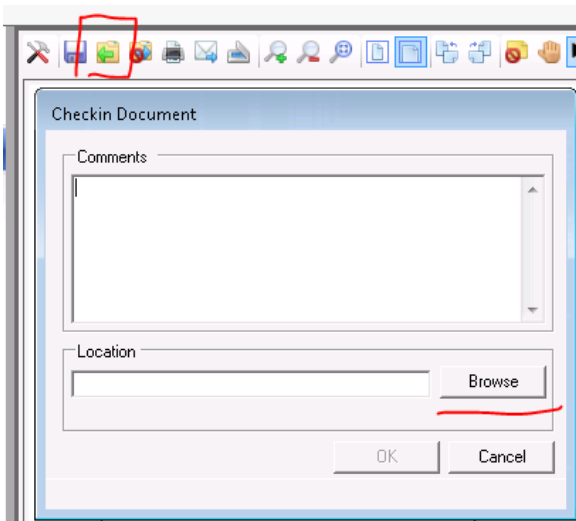- Once you've navigated to the location, click save

- Click OK on the "Checkout Document" box

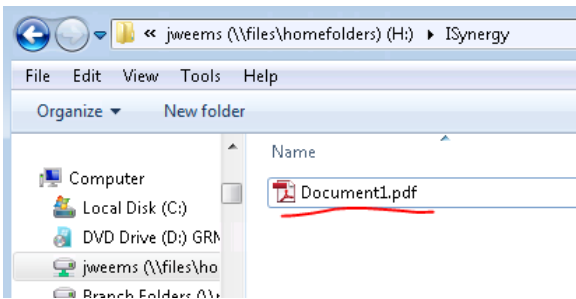- Open Windows explorer by clicking on the yellow folder icon on your taskbar

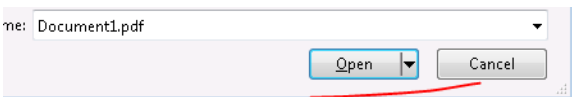- Navigate to where you just saved the document

- Once you are done with the document, click the check button
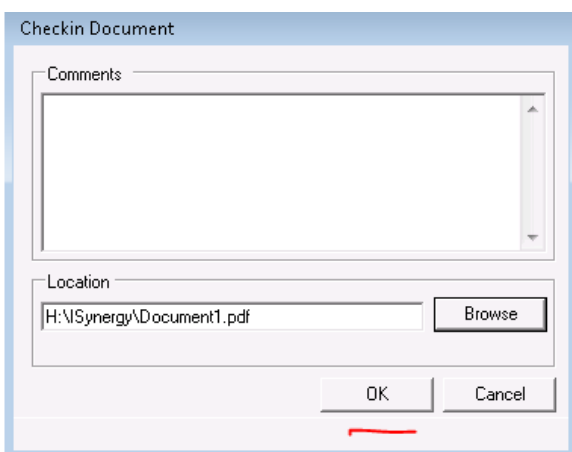 - (The same button you used to checkout)

- Click Browse

- Navigate to the location of the document

- Click Open

- Click OK