

Liability-Property	Woodyard, Richard Morgan, Joanna Liab Wilson, Patti King, Ali Lib Yerger, Michele Hutchins, Kaley Ogdon, Will Movilla, Nicole Sharp, Leah Petrosky, Audra Thomburg, Greg Elder, Jason Wilson, Waren Ragan,Kim Anderson,Mary Cicak,Mike Mullins,Nick Spicer, Angela Jason-LB Thum, Annmarie	^	Hide Redactions	✓ Include Annotatio	Export	Back

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Organize N	New Open
(\\files\homefolders) (H:) → Exports	
Name	Date mo
600_30.tdcsv	1/26/201
500_30_0.pdf	7/5/2016
🔁 600_30_1.pdf	1/26/201
🛃 600_30_2.TIF	7/5/2016
🛃 600_30_3.TIF	7/5/2016

📄 000_00.cacsv		1/20/201	с ±2,47 F IV
🔁 600_30_0.pdf		7/5/2016	11:21 AM
🔁 600_30_1.pdf		1/26/201	7 12:46 PIV
🏼 600_30_2. 🏼 🗞	Combine files in Acrobat		4:39 PM
🥌 600_30_3.	Scan with Sophos Anti-Virus		4:39 PM

- In the claim you want to export files from
- Choose the files to export by placing a check mark in the box to the left of it

- Just above the files list, you will see an icon that looks like a save disc with a green arrow pointing to the upper left
- That is the export button, click on it
- You will be taken to a screen where you can choose who to export to
- These are not in alphabetic order.

Hint: keep tapping the first letter of your last name and it will eventually get to your name

- Make sure "Include Annotations is checked
- Click Export
- Navigate to your home folder and the Exports folder to find the exported files
- Delete the file that ends with .tdcsv, it is useless

If you want to make these files one,

- Select the files
- Right click
- Choose, "Combine files in Acrobat..."