

# Download and Save Outline Templates




If you are using a Windows computer, see **Download and Save in Windows** below.

If you are using a Macintosh computer, see **Download and Save on a Macintosh** below.

## Download and Save in Windows

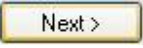

### How to Download (Internet Explorer)

If you are using a browser other than Internet Explorer, refer to the documentation for your browser.

1. Right-click the **Download All** link to download all templates on this page at once  
**OR**  
Right-click the link for the individual template you want to download.
2. Click **Save Target As**.
3. Click **Desktop** and click .
4. When the download is complete, click  and minimize the website by clicking .

### How to Save

If your operating system is other than Windows XP, refer to the documentation for your operating system.

1. On your Desktop, right-click the icon for the file you just downloaded and click **Extract All**.
2. Click , click  and do one of the following:

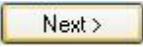
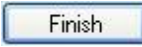
Click the folders to find the location for your outline templates anywhere on your computer

**OR**

Click the following in the order listed:

**My Computer**  
**C:\**  
**DonJohnston**  
**SOLO**  
**Content**  
**Outline Templates**

**NOTE:** Don Johnston Incorporated recommends saving your outline templates in these folders. Saving them here allows you to select them from the list in the Add Outline window.

3. Click ,  and .

# Download and Save Outline Templates

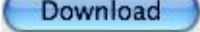
## Download and Save on a Macintosh

### How to Download

If your Macintosh uses the Tiger (10.4) operating system, you may need to take additional steps. If you are using Tiger and this procedure does not work, refer to your Tiger documentation.

1. Click the **Download All** link to download all templates on this page at once  
**OR**  
Click the link for the individual template you want to download.

The file is saved in the location for downloaded files set in your computer. To find out this location, click the **Safari** or **Tiger** menu, select **Preferences**, and look in the **Save downloaded files to** field.

**Note:** If you get a message that your file may contain an application, click .

2. Close the Downloads window by clicking the red circle and minimize the website by clicking the yellow circle.

### How to Save

1. On your Desktop, double-click your hard drive icon.
2. Find the file you just downloaded and double-click to open it.
3. Select all outline templates in the folder by choosing **Select All** in the **Edit** menu.
4. Copy the outline templates by selecting **Copy** in the **Edit** menu.
5. Go to the new location for the outline templates by doing one of the following:

Click the folders for the new location anywhere on your computer

**OR**

Choose the following in the order listed:

**Applications** (single-click in the left panel)  
**Don Johnston** (double-click in the right panel)  
**SOLO** (double-click in the right panel)  
**Content** (double-click in the right panel)  
**Outline Templates** (double-click in the right panel)

**NOTE:** Don Johnston Incorporated recommends saving your outline templates in these folders. Saving them here allows you to select them from the list in the Add Outline window.

6. Paste the outline templates to their new location by selecting **Paste** in the **Edit** menu.

**NOTE:** For procedures on how to use Outline Templates, see the **Help** menu in your program.