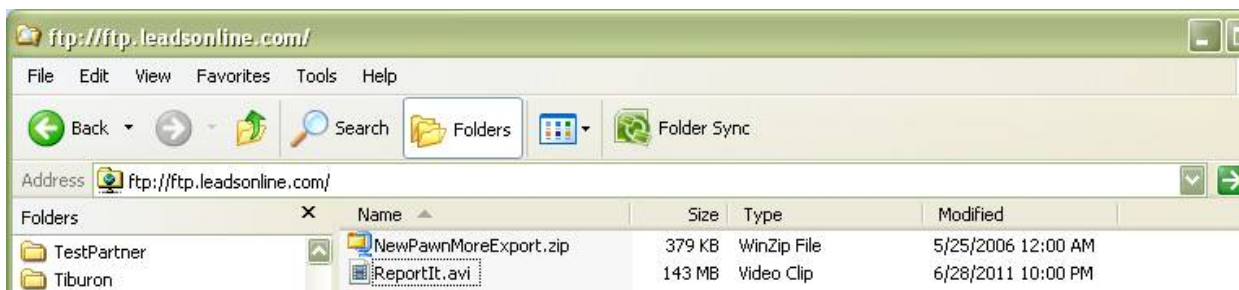


## Instruction for how to download the ReportIt How To Video

1. Right click on the "Start" button.
2. Click "Explore".
3. In the "address bar" type in <ftp://ftp.leadsonline.com/> (see below)



4. You'll see the file, "ReportIt.avi".
5. Right click on this file and click "Copy".
6. Then "Paste" this video into the location you wish to save it.