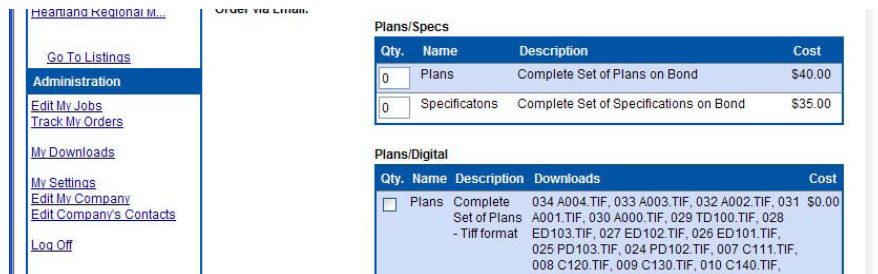


Digital Download Instructions

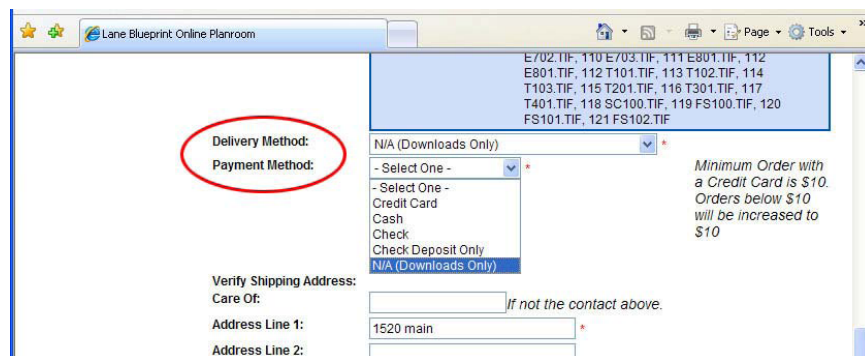
If a project has been enabled for **Digital Downloads**, the process is not much different than placing an order for Bond Prints. Simply follow the **Place Order** link on the **Job Details** page to begin.



On the Order Page you will notice that the Project will be offered as both **Bond Prints (Plans/Specs)** and **Digital Downloads (Plans/Digital)**.



Now choose **"N/A (Downloads Only)"** for **Delivery Method** and the select the appropriate **Payment Method**.



After you complete the order you will receive an e-mail confirmation of your transaction for your records. As soon as the order is processed by the Planroom, you will receive a second e-mail to tell you that your selected files are read for download. Simply log on to your account and click on the **My Downloads** link on the left of your screen.

The screenshot shows the Planroom website interface. On the left is a navigation menu with the following items: Recent Notifications, Administration, Edit My Jobs, Track My Orders, **My Downloads** (circled in red), My Settings, Edit My Company, Edit Company's Contacts, and Log Off. The main content area features a '7 Day Bid Date Watch' section with a notification for 'Blue Springs South High School Additions & Renovations' and a '7 Day Addendum Watch' section with three notifications for the same project.

You can now click on the **Order #** or **Project Name** to access your files.

The screenshot shows the 'My Downloads' section of the Planroom website. It includes a 'Planroom Menu' on the left and a table of orders. The table has three columns: Order #, Order Date, and Job Name. The first row shows Order # 101426, Order Date 2/13/2009, and Job Name Blue Springs Test Job. Both the Order # and Job Name are circled in red.

Order #	Order Date	Job Name
101426	2/13/2009	Blue Springs Test Job

The files will be listed by the sheet number and division for easy access to any individual drawing or specification section. The links will be active for 72 hours from when the order was released by the Planroom.

The screenshot shows the 'Download List' section of the Planroom website. It includes a 'Planroom Menu' on the left and a table of files. The table has three columns: File Name and Description. Each row includes a 'Download' button, a file name, and a description.

File Name	Description
001 G000.TIF	001 G000.TIF
002 G001.TIF	002 G001.TIF
003 G002.TIF	003 G002.TIF
004 C000.TIF	004 C000.TIF
005 C100.TIF	005 C100.TIF

If a link has expired before the file has been downloaded, please contact your LANE Blueprint Sales representative or our IT department for assistance.