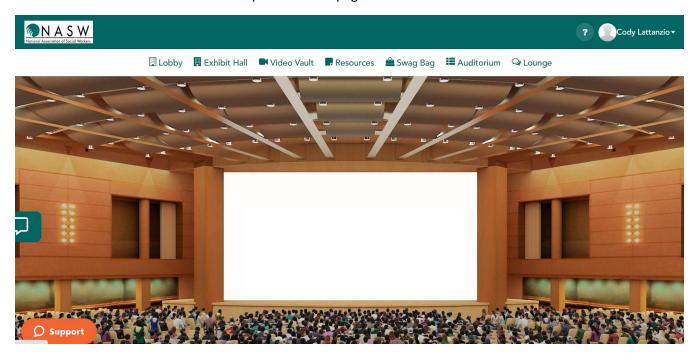
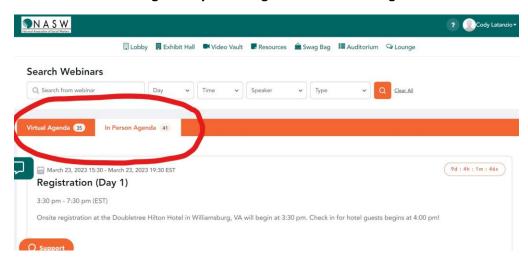
## **HOW TO DOWNLOAD SESSION HANDOUTS**

## <u>VFairs website on desktop/laptop computer (Recommended Browser – Google Chrome)</u>

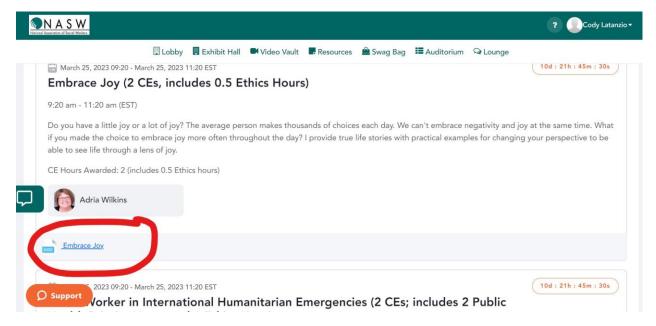
1.) Once logged into the conference website at <a href="https://naswva-metrodc2023.vfairs.com/">https://naswva-metrodc2023.vfairs.com/</a>, find the "Auditorium" tab on the menu at the top of the homepage and click the icon.



- 2.) You will be redirected to the auditorium space. Click on the projector screen in the auditorium to view the conference agenda.
- 3.) When the conference agenda is displayed, please ensure you are looking at the applicable in person or virtual conference agenda by switching between "Virtual Agenda" and "In Person Agenda".



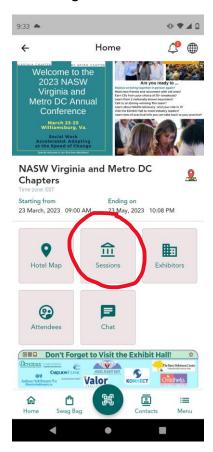
4.) Find the session you would like to download handouts for. Sessions are listed in the agenda in order of occurrence. If the session speaker intends for attendees to have handouts, they will be displayed at the bottom of the session description. The handout will be displayed with the session title. Multiple handout documents have been consolidated to the one document displayed.



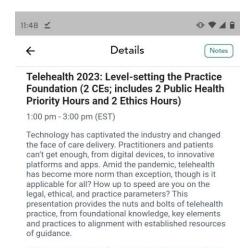
5.) The handout document will open in a new tab (if using Google Chrome, it will open with Adobe in a new tab) and you are able to download the handout directly to your desktop/laptop device.

## VFairs app on mobile device:

1.) Select the "Sessions" button on the app homepage. When the conference agenda is displayed, please ensure you are looking at the applicable in person or virtual conference agenda by switching between "Virtual Agenda" and "In Person Agenda"

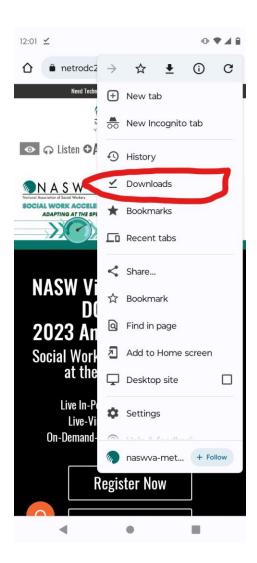


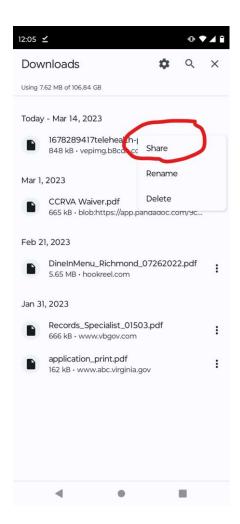
- 2.) Find the session you would like to download handouts for. Sessions are listed in the agenda in order of occurrence.
- 3.) Select the session you would like to download handouts for. This will redirect you to an extended view of the session description which lists the handout towards the bottom of the session details page. If the session speaker intends for attendees to have handouts, they will be displayed at the bottom of the session description. The handout will be displayed with the session title. Multiple handout documents have been consolidated to the one document displayed.



4.) Download	instructions <sup>-</sup>	for handout:	s vary by d	evice type	e. Please fo	llow the ii	nstructions	below based
on your mobil	e device:							
FOR ANDROID	USERS:							
\ .c						1. 1		

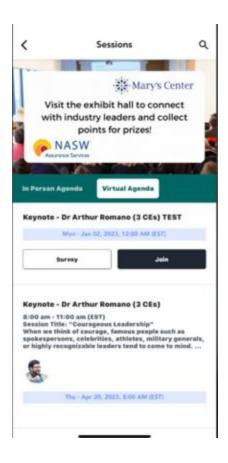
- a.) If you are using an Android device with Google Chrome as the default browser, the PDF file will automatically download to your device through Google Chrome. You can find the downloaded file, if it does not show you where it has downloaded, by opening your Google Chrome browser, find the icon with three dots on the right hand side of where the web address is located, and click on this. Find "Downloads" to see the files downloaded to your device.
- b.) Once the file is downloaded to your device through Google Chrome, you can share the file by click on the three dots to the right of the file name and click "Share". This will give you options to send the PDF file by email, text message, etc.



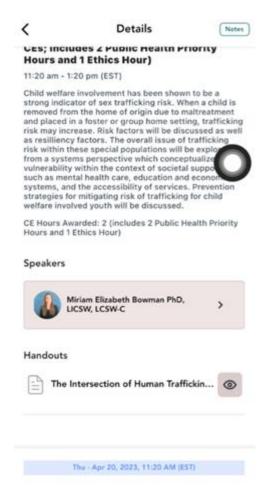


## FOR APPLE/IPHONE USERS:

- 1.) Visit the sessions page (Click on the tab)
- 2.) Click on the webinar title, some webinars have a handout attached to it



3.) Below speaker/s, you will be able to see the handout attached, you have to click on the eye icon to view it



4.) Once you click on the icon, it will open in a new window, from that window, you have to click on the share option to download or copy it



5.) The share button allows you to copy or send it to your own email so you can view this file later

