1. open your internet browser (explorer/netscape/etc)
2. Go to the Virtual Lab manual at http://med.uc.edu/labmanuals/ma/vlm
3. you should come to the homepage for the VLM, which lists each lab as a linkable file
4. RIGHT-click on the desired lab file…a box should appear
5. choose "save target as" (left click this to select)….a box similar to ones you see when saving documents appears….make sure that the file is saved to your desktop
6. click save to save the file as a PDF document
7. close the browser/internet
8. left click on the lab PDF file you just saved, this file should open up using *adobe acrobat*
9. when you click on an image in the text of the lab, a new *explorer* window will open to show you the image.

So, whenever you open a link found in the lab manual file in *adobe acrobat*, it will open as a separate window in *explorer*. Many students will have the lab page open in *acrobat* on ½ the screen, and the images in *explorer* that they link to on the other half. Alternatively, you can make both full screen and toggle between them by clicking the tabs at the bottom of the screen. Or, simply close out each image you call up, and *adobe* will open up a new *explorer* window when you click another link.