

## GetPDF – Exporting 341 Data to your Laptop

You can copy all of the images for a given 341 meeting to your laptop. (You will first need to load the GetPDF program on the laptop and bring over the latest Data.zip.)

1. In the GetPDF program, click on the **Setup** button.
2. Select the **Export 341 Data** tab.
3. In the **Select 341 Meeting File** dropdown list, select the desired file.
4. The **Image Directory** should be set to where the PDFs are located. The **Export Directory** should be an empty folder where all the PDFs for the cases in that meeting will be copied. (Make sure you have enough disk space available.)
5. Click on the **OK** button. It should finish in less than a minute.
6. Exit GetPDF and use your CD software to copy the folder designated as the **Export Directory** to the CD.
7. To access the images from your laptop, you have two options:
  - a. Keep the images on the CD and configure your laptop GetPDF so that the **Path to Images** points to the CD.
  - b. Copy the images from the CD onto the hard disk of your laptop, making sure that the files from the CD go into the right place. (This option will provide better performance than option a.)

