

Method to More-Quickly View Large eLibrary Files

The following two examples outline how to use eLibrary to more-quickly download a large file for easier viewing on your workstation. Unless the file size is 20 MegaBytes (20000K) or bigger, before using the process below, a person who has a “fast” internet connection first may want to attempt to open a file just by clicking the “File Name” link on the “File List” screen (shown in the second screen image below.)

The first example below has no screen images – it is a text-only list of the numbered steps.

The second example below combines each numbered step and text with its related screen-image.

[PLEASE NOTE:

- 1) To view some file **Types** (PDF, ZIP, etc.) stored in eLibrary, you must have installed their viewing software on your PC. Two such websites that offer software that is free for personal use (as of this writing) are: a) for viewing a PDF-type file - <http://www.adobe.com>; and, for unzipping a ZIP-type file - <http://www.pkware.com>.
- 2) In “Step 3”, you can select (click the check box of) more than one file at a time so they’ll download together in the same zip file, and it will be faster than downloading each separately.
- 3) The method used in these examples works for any file type (JPG, PDF, TIF, DOC, etc).
- 4) You can view additional “How To” information on eLibrary functionalities by clicking “Help” in the left toolbar of any eLibrary screen.]

EXAMPLE 1:

Step-by-step, TEXT-ONLY example of how to more-quickly download large (bigger than 10 MegaBytes) eLibrary files: (The following step-by-step, TEXT-ONLY example details how to more-quickly download a typical large document's files.

(Immediately following EXAMPLE 1 (this text-only list of steps), the same example is shown with a screen-image related to each step.)

- 1) – First,
ACTION: Perform an eLibrary Search (e.g., General or Advanced).
-- You then will see the **Search Results** screen.
-- In this example, it shows a document which has the **Category** of “*Submittal*”, a **Docket Number** of “*P-2539-023*”, and the **Accession** number of “*20060623-5058*”.
-- [Note that the file **Sizes** are large (10273K is about 10000K or 10 MegaBytes - anything greater than about 1000K is large.)]
- 2) -- Next,
ACTION: Click on the **FILE** link for the document.
-- This will display the **File List** screen, showing the files and their **Type**.
- 3) – On the **File List** screen,
ACTION: Click the check box(es) next to the large file(s) you want to (quickly) view.
-- In this example, it shows the large “PDF”-**Type** file **GIPA02.PDF** with its associated check box checked.
- 4) – Then,
ACTION: click the **Download** button on the bottom of the screen.
- 5) -- A small cautionary screen with red lettering appears.
ACTION: click **Yes** to continue.

6) -- Now, the **File Download** screen is displayed.

ACTION: click the **Open** button.

7) -- The screen will dynamically display the progress of downloading the file(s) in a self-extracting “zip” file.

8) -- Upon completion of the zip file download, the small **WinZip** screen will display the file(s) contained in the zip file; the first file is the pdf file of the document you want to view.

ACTION: DOUBLE-click on the file **Name** to open it.

--In this example, the file **Name** is “20060623-5058...” .

9) -- It then opens in the “Adobe Acrobat” viewer (since the file **Type** is “PDF”, you must have previously installed this viewer on your PC).

[Please REMEMBER: Some file Types (PDF, etc.) require you to have their viewing software already installed on your PC.]

EXAMPLE 2:

Step-by-step Text-with-Screen-Image example of how to more-quickly download large (bigger than 10 MegaBytes) eLibrary files:

(The following step-by-step, Text-with-Screen-Image example details how to more-quickly download a typical large document's files.)

1) – First,

ACTION: Perform an eLibrary Search (e.g., General or Advanced).

-- You then will see the **Search Results** screen.

-- In this example, it shows a document which has the **Category** of “*Submittal*”, a **Docket Number** of “*P-2539-023*”, and the **Accession** number of “*20060623-5058*”.

-- [Note that the file **Sizes** are large (10273K is about 10000K or 10 MegaBytes - anything greater than about 1000K is large.)]

Results - Microsoft Internet Explorer provided by FERC

Address: <http://elibrary.ferc.gov/idmws/search/advResults.asp>

FERC Online - eLibrary (formerly FERRIS)

[www.ferc.gov](#)

Search GenSearch New Dockets Docket Search Daily Search Request List LogOn Help Login: Guest

Search Results

Save Search

Hits: 1

PrevPage NextPage

Category/ Accession	Doc Date/ Filed Date	Docket Number	Description	Class/ Type	Files	Size
Submittal 20060623-5058	06/23/2006 06/23/2006	P-2539-023	Request for Rehearing of FERC's Order Issued 5/24/06 of Green Island Power Authority and Adirondack Hydro Development Corporation under P-2539. Availability: Public	Pleading/Motion / Request for Rehearing or Appeal	<input type="checkbox"/> PDF <input type="checkbox"/> PDF <input type="checkbox"/> PDF <input type="checkbox"/> PDF <input type="checkbox"/> PDF <input type="checkbox"/> PDF <input type="checkbox"/> PDF <input type="checkbox"/> PDF <input type="checkbox"/> PDF <input type="checkbox"/> FERC Generated PDF	174K 10273K 9474K 10045K 10246K 8975K 9841K 10135K 9255K 7376K 85942K

Select an action Search Options Go Sort Options Go PrevPage NextPage Local intranet

2) -- Next,

ACTION: Click on the **FILE** link for the document.

-- This will display the **File List** screen, showing the files and their **Type**.

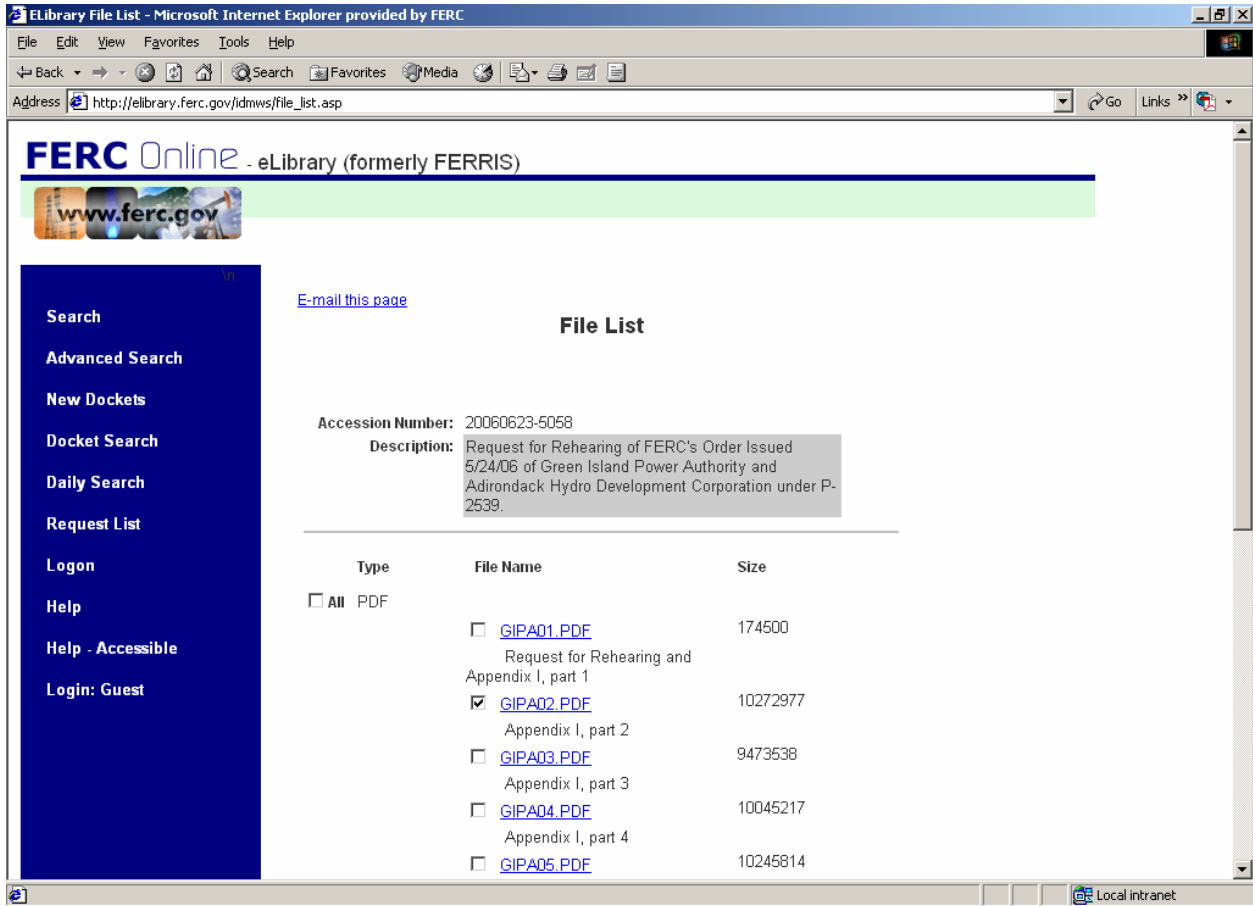
[E-mail this page](#)

File List

Accession Number: 20060623-5058
Description: Request for Rehearing of FERC's Order Issued 5/24/06 of Green Island Power Authority and Adirondack Hydro Development Corporation under P-2539.

Type	File Name	Size
<input type="checkbox"/> All PDF	<input type="checkbox"/> GIPA01.PDF Request for Rehearing and Appendix I, part 1	174500
	<input type="checkbox"/> GIPA02.PDF Appendix I, part 2	10272977
	<input type="checkbox"/> GIPA03.PDF Appendix I, part 3	9473538
	<input type="checkbox"/> GIPA04.PDF Appendix I, part 4	10045217
	<input type="checkbox"/> GIPA05.PDF	10245814

- 3) – On the **File List** screen,
ACTION: Click the check box(es) next to the large file(s) you want to (quickly) view.
 -- In this example, it shows the large “PDF”-Type file **GIPA02.PDF** with its associated check box checked.



4) – Then,

ACTION: click the **DownLoad** button on the bottom of the screen.

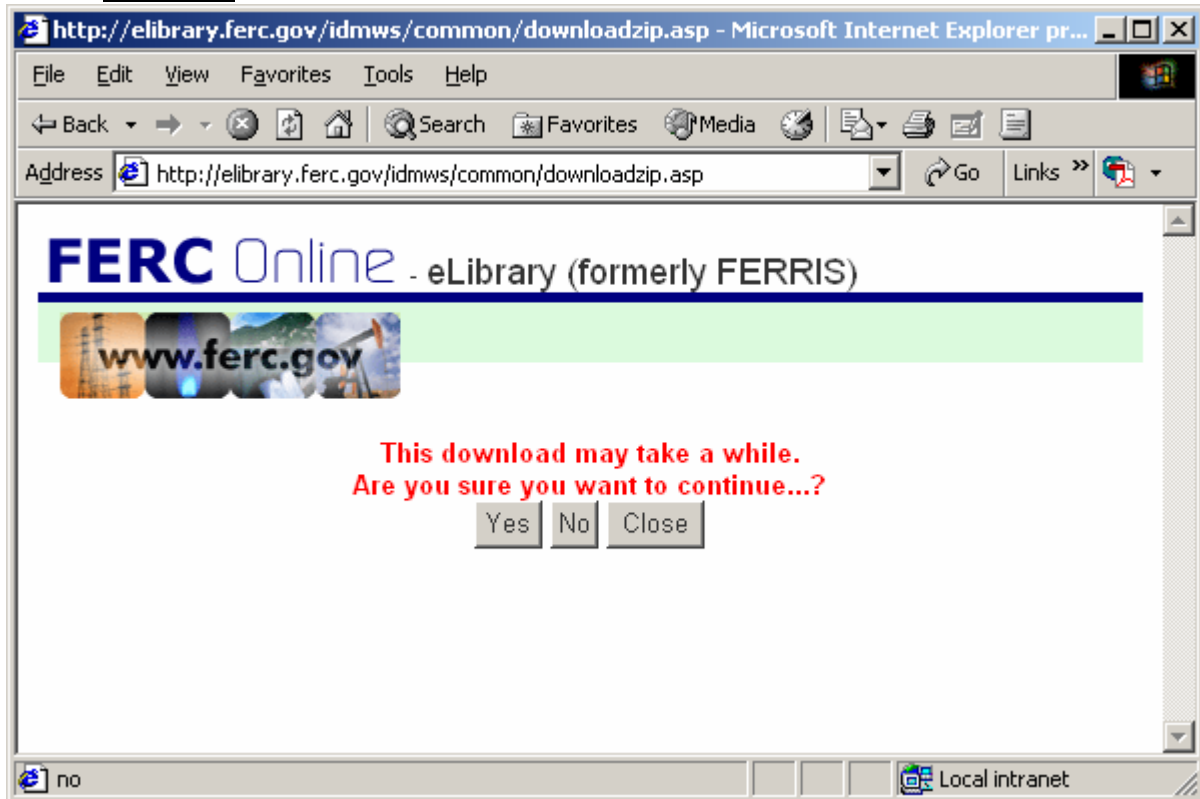
Request for Rehearing and Appendix I, part 1

<input checked="" type="checkbox"/>	GIPA02.PDF	10272977
	Appendix I, part 2	
<input type="checkbox"/>	GIPA03.PDF	9473538
	Appendix I, part 3	
<input type="checkbox"/>	GIPA04.PDF	10045217
	Appendix I, part 4	
<input type="checkbox"/>	GIPA05.PDF	10245814
	Appendix I, part 5	
<input type="checkbox"/>	GIPA06.PDF	8974646
	Appendix I, part 6	
<input type="checkbox"/>	GIPA07.PDF	9841352
	Appendix I, part 7	
<input type="checkbox"/>	GIPA08.PDF	10135262
	Appendix I, part 8	
<input type="checkbox"/>	GIPA09.PDF	9255484
	Appendix I, part 9	
<input type="checkbox"/>	GIPA10.PDF	7376449
	Appendix I, part 10 and Appendix II	
<hr/>		
	FERC Generated PDF	
<input type="checkbox"/>	wmer200606235058.PDF	85942476

View Doc Info Add to Request DownLoad Reset Help

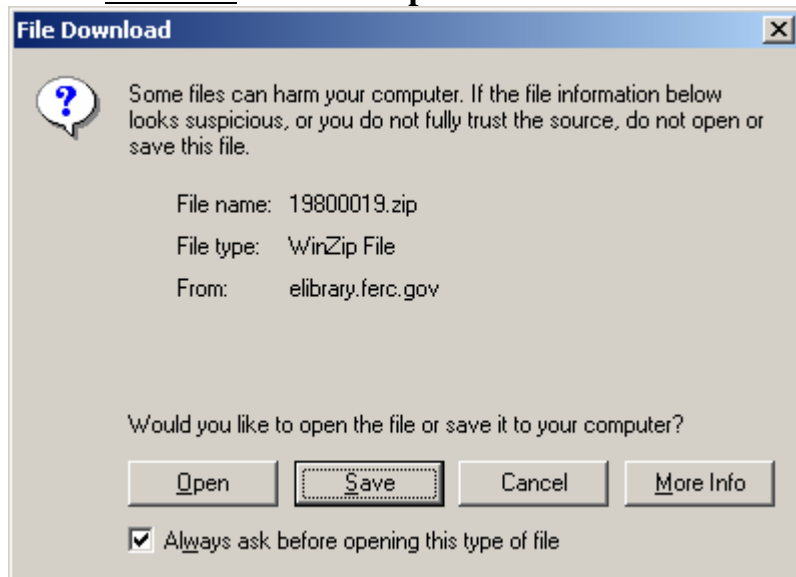
5) -- A small cautionary screen with red lettering is displayed.

ACTION: click **Yes** to continue.

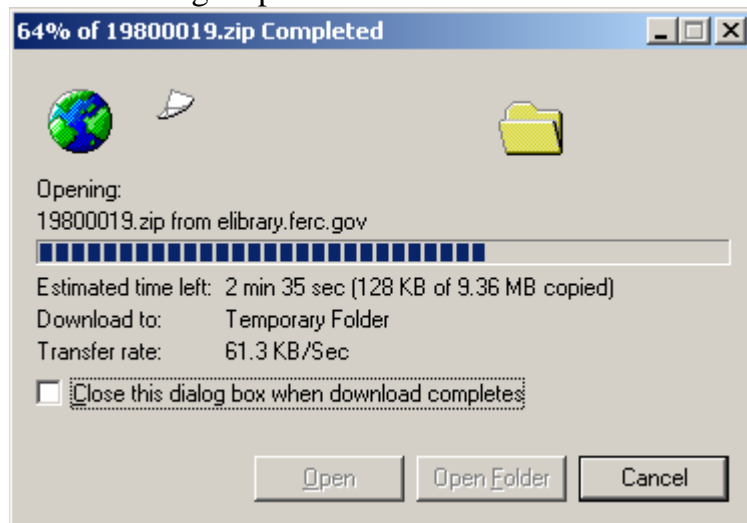


6) -- Now, the **File Download** screen appears.

ACTION: click the **Open** button.



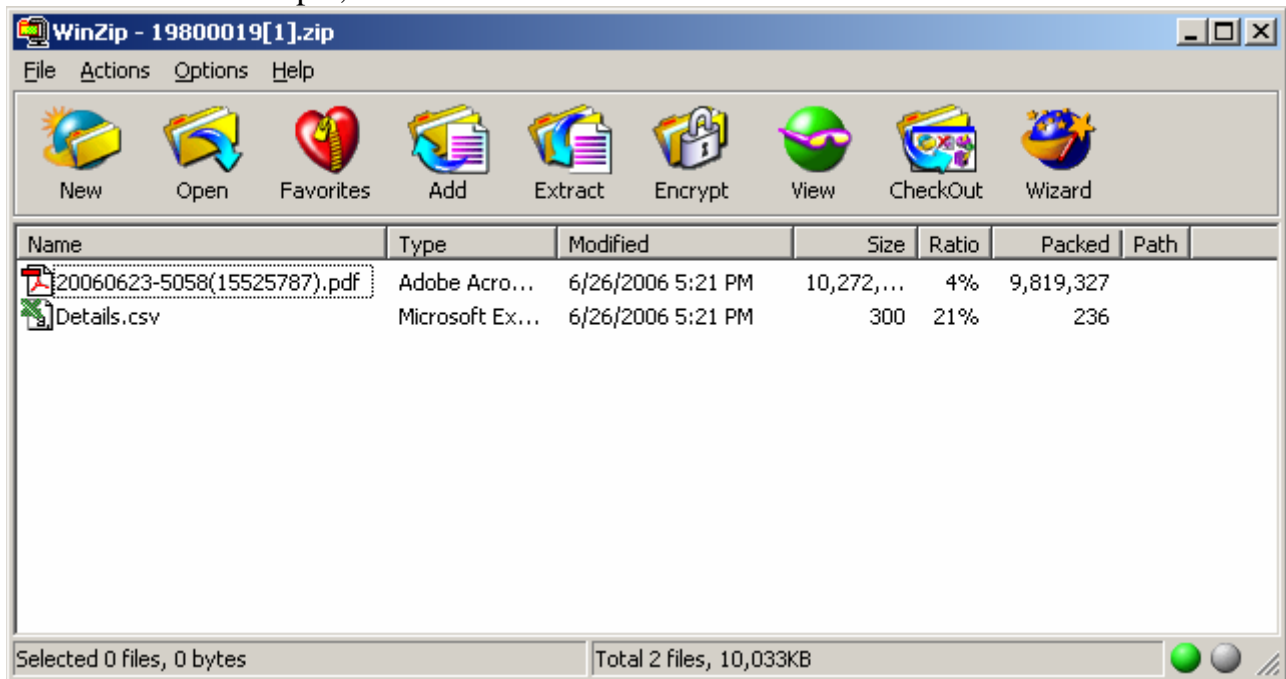
7) -- The screen will dynamically display the progress of downloading the file(s) in a self-extracting "zip" file.



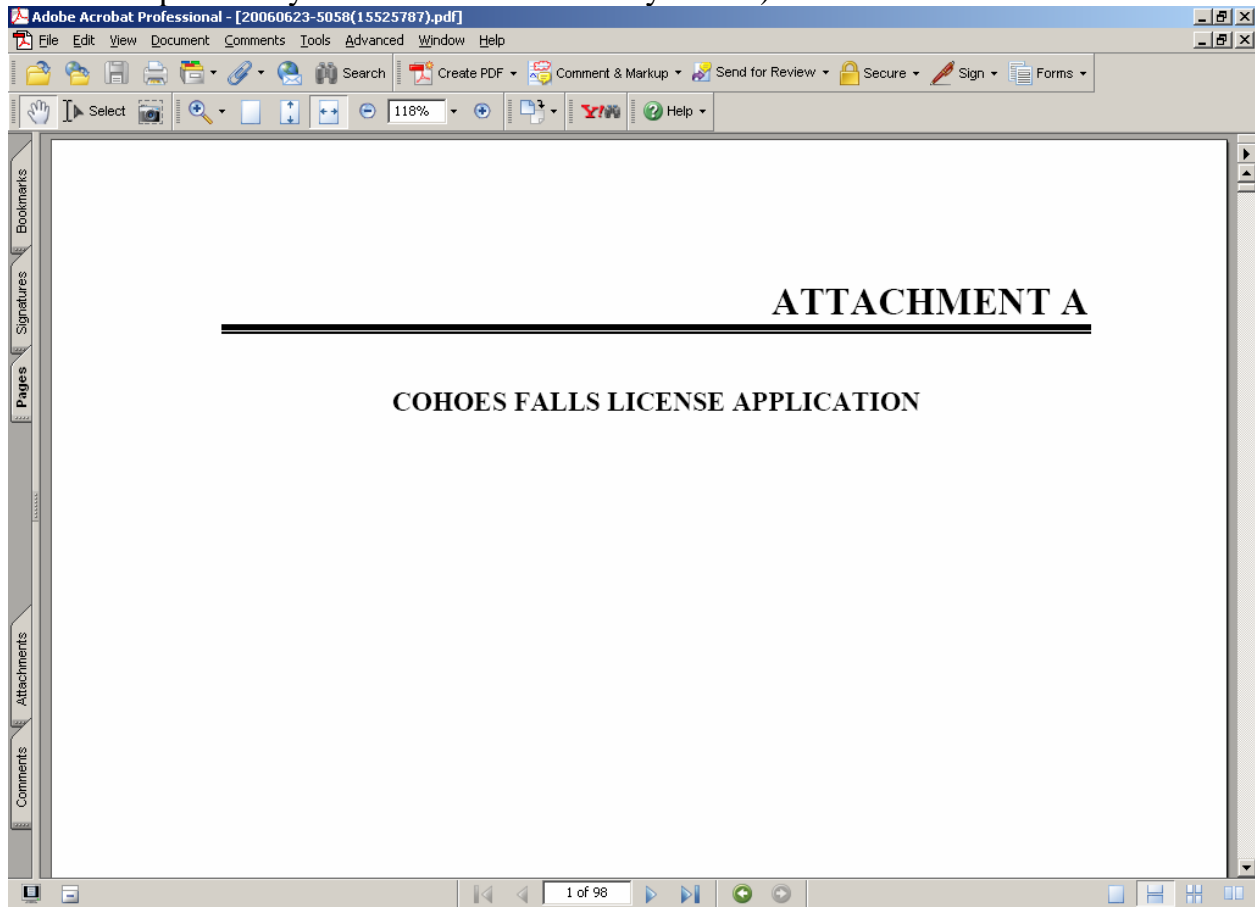
8) -- Upon completion of the zip file download, the small **WinZip** screen will display the file(s) contained in the zip file; the first file is the pdf file of the document you want to view.

ACTION: DOUBLE-click on the file **Name** to open it.

--In this example, the file **Name** is “20060623-5058...” .



9) -- It then opens in the “Adobe Acrobat” viewer (since the file **Type** is “PDF”, you must have previously installed this viewer on your PC).



[Please REMEMBER: Some file Types (PDF, etc.) require you to have their viewing software already installed on your PC.]