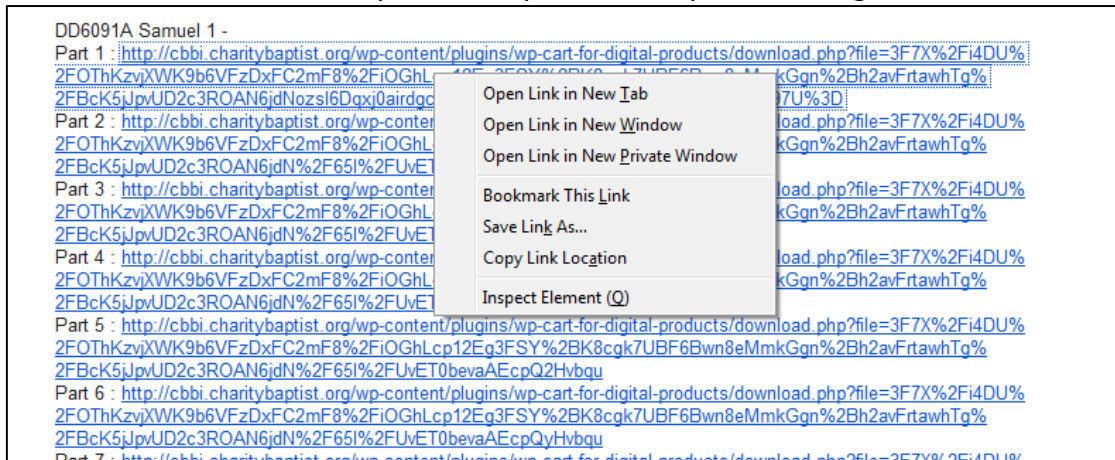
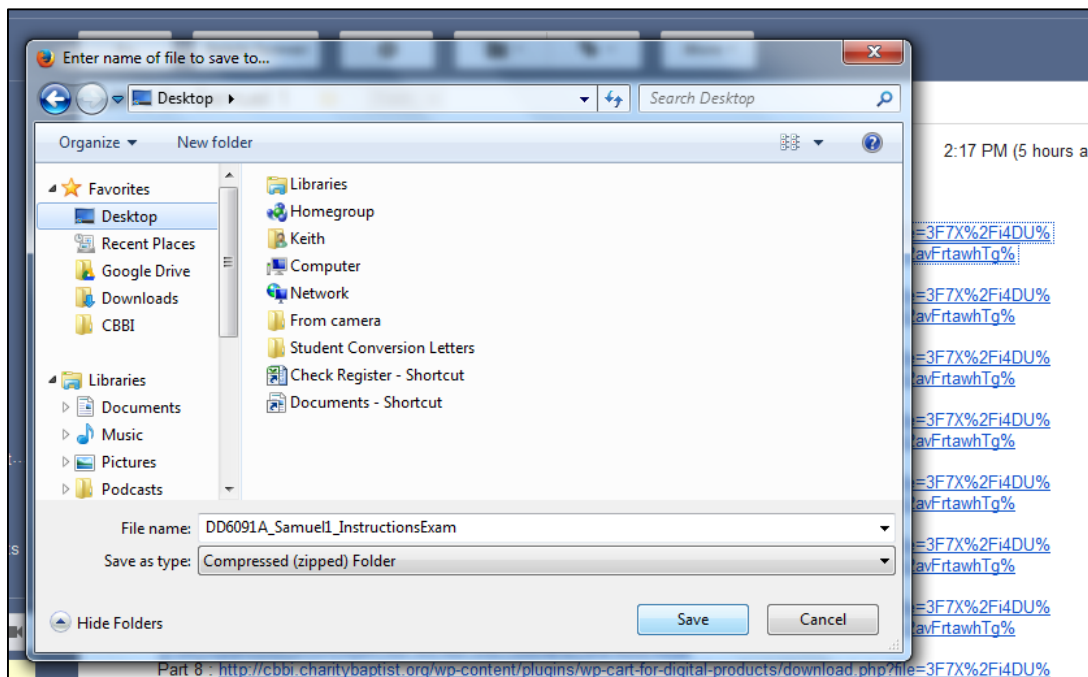


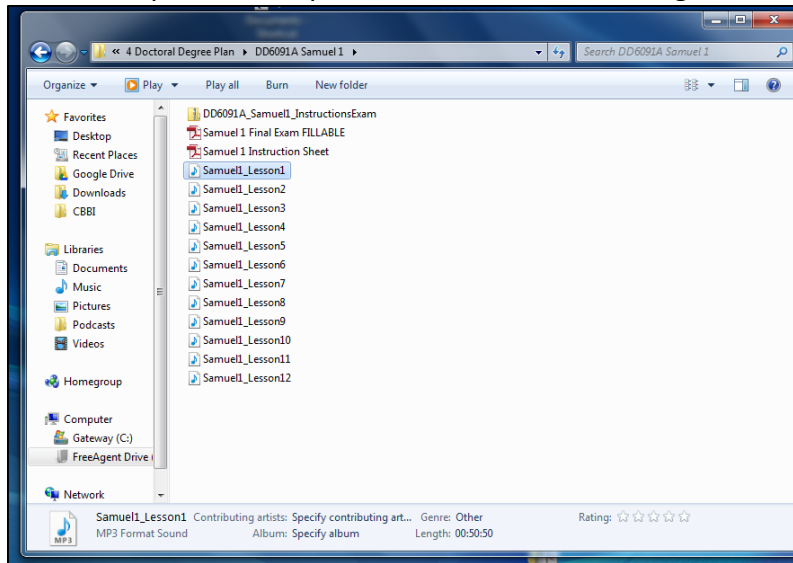
The email you received after you made your purchase through the CBBI website should have links that look like the following. With your mouse you need to right click on each link. A menu will then open that looks something like what you see below. Choose the option that says, "Save Link As...". You may have an option that says, "Save Target As..." instead.



Now you should see a window very similar to this. Choose where on your computer you wish to save these files and click the Save button.



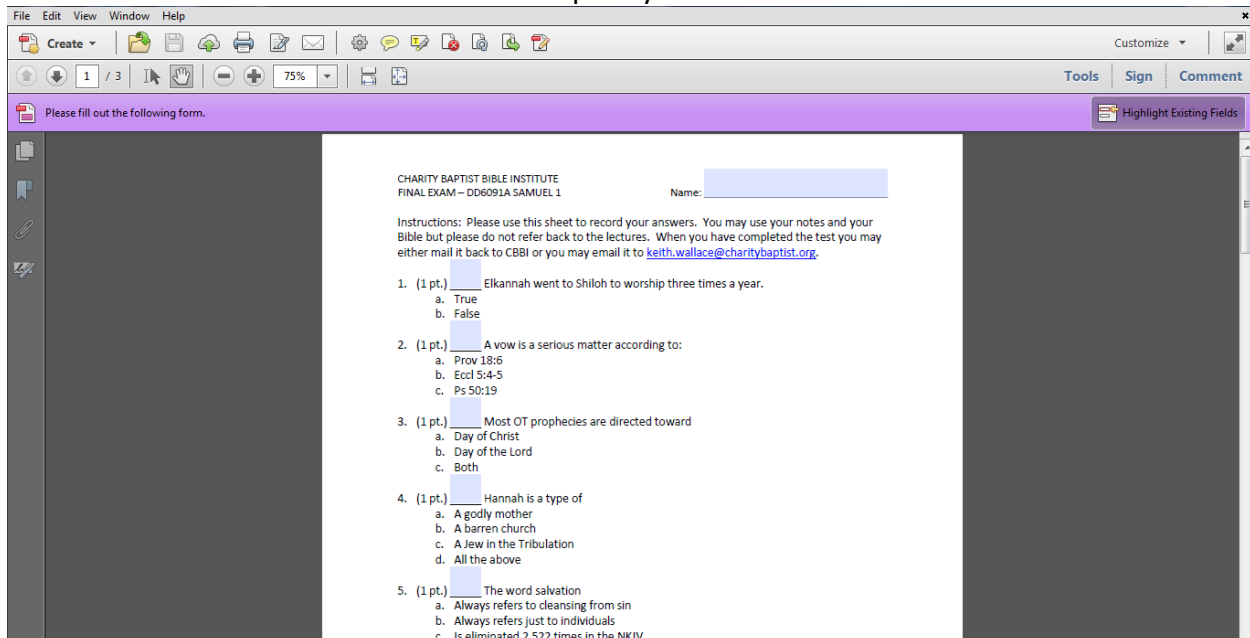
When you are ready to listen to your lectures you need to open the folder where you saved the files in the previous step. You should see something like this:



Double click on the lecture you wish to listen to and your computer should automatically open the file for you.

When you are ready to take your test then you need to open the same folder where you saved the files and double click on the test just like you did for the lectures. The test will open in Adobe Reader. If you do not have Adobe Reader on your computer you need to go to <http://get.adobe.com/reader/> where you can download and install it.

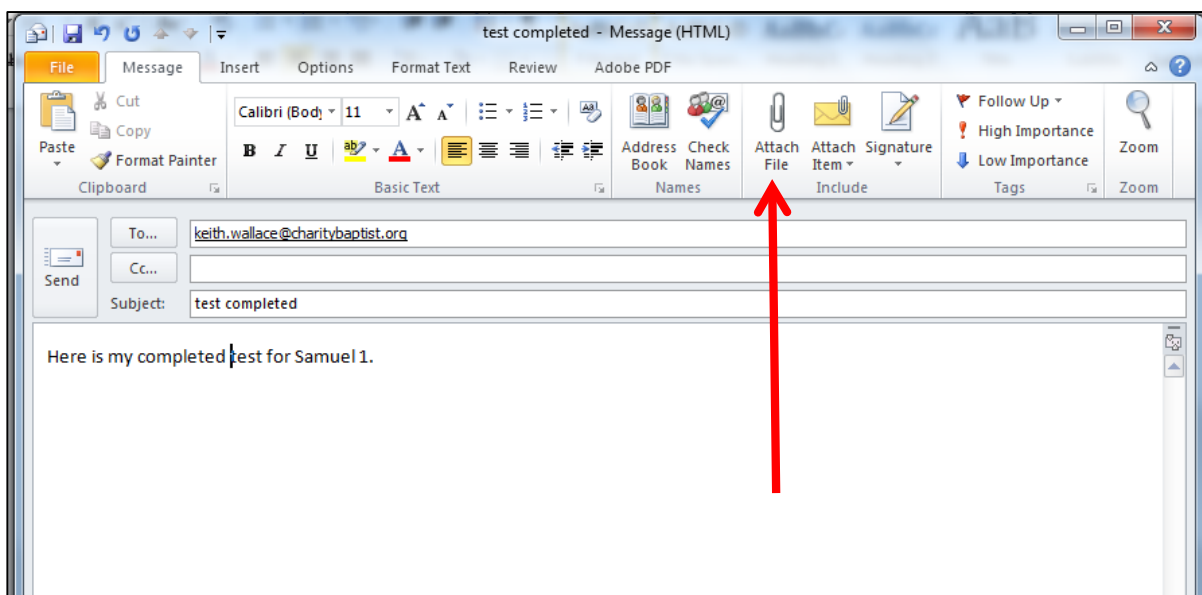
When the test opens you should see this:



All you need to do is click in the Name box with your mouse and type your name. You may now use the Tab key on your keyboard to move through the fields where you will type your answers. You may also use your mouse to click to the next question.

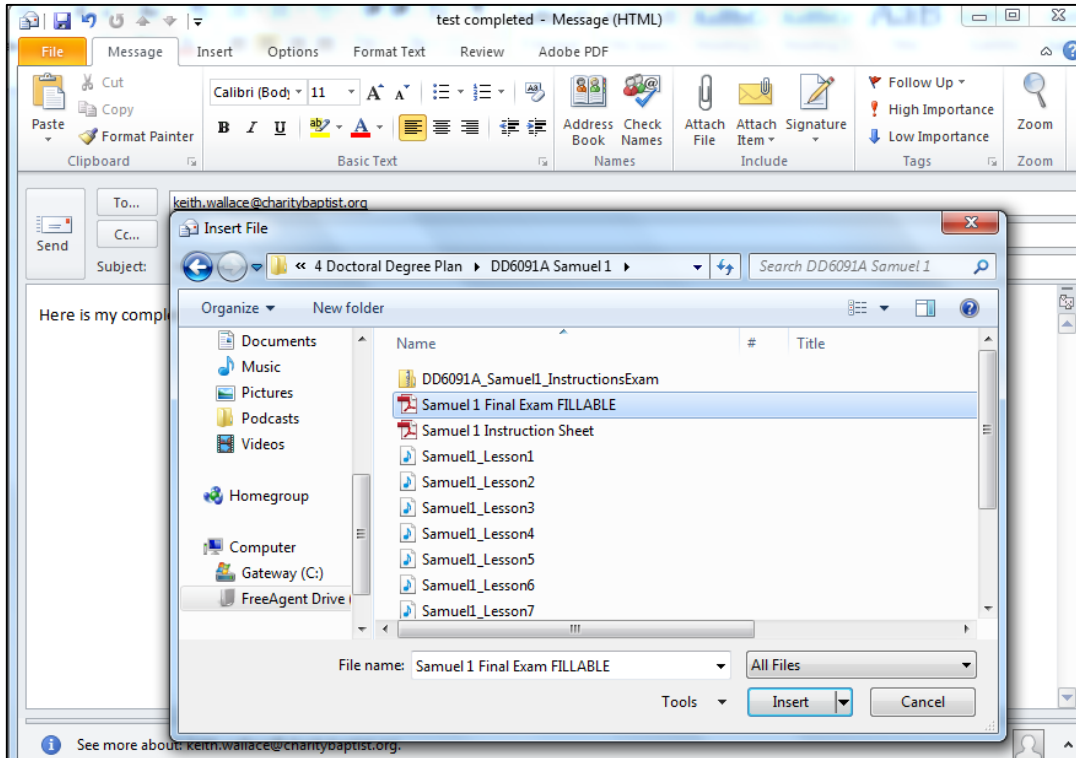
When you have finished answering all the questions you need to click the save button. Now you need to open your email program. Your program may look somewhat different from the examples below but the basic principles are still the same.

1. Create a new email message
2. Type [cbbi@charitybaptist.org](mailto:cbbi@charitybaptist.org) in the To: field of the email
3. Enter a subject in the Subject line
4. In the body of the email type what test you are turning in
5. Now you need to attach the test to the email. See the pictures below for how to do this.

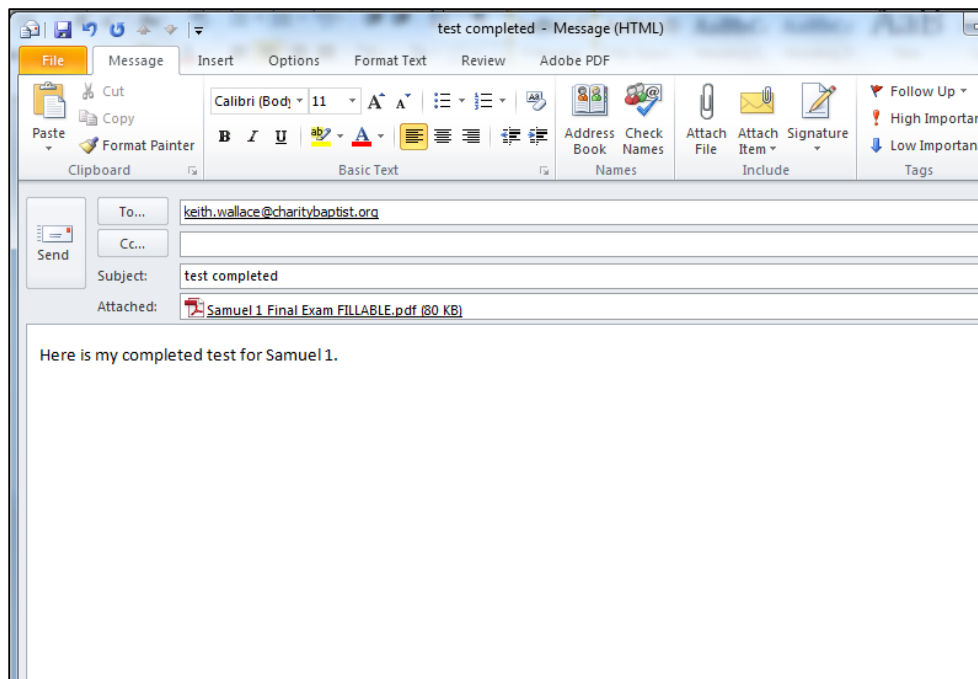


You should have a paperclip icon somewhere in your email. It may be at the top, bottom, or side. It may or may not also include the words "Attach File", "Add Attachment", or something like this.

When you click this button it will open a window like below:



Now you just need to click the test you wish to turn in and push the Insert button. This will attach the test to your email.



All you need to do now is click send.