

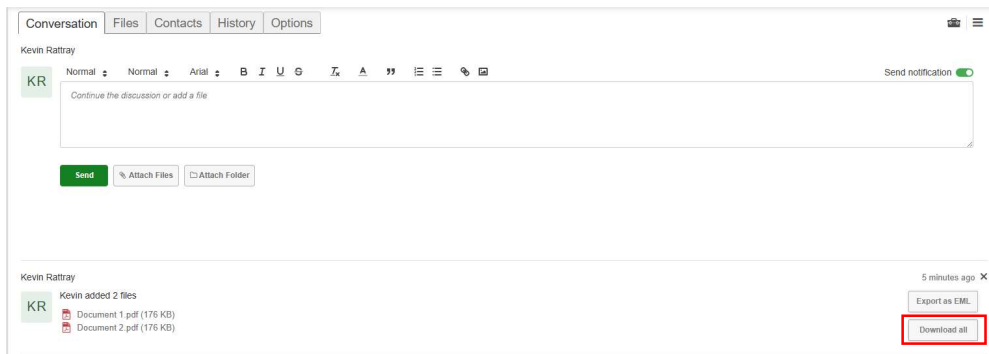


How to download documents from TitanFile

There are a few ways to download your documents once you're logged into your TitanFile account.

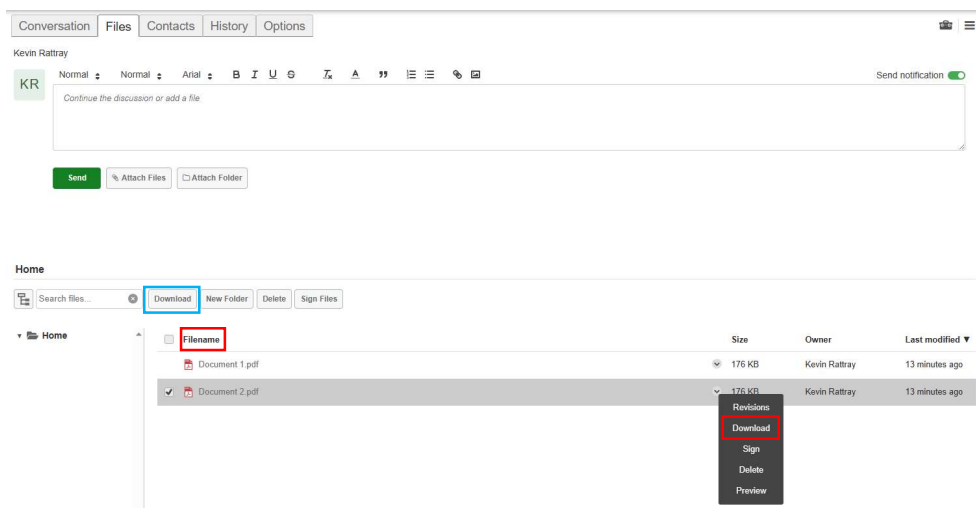
1) From the Conversation tab

- If there are multiple documents to download, like in the image below, you can click the download button, and all the documents will be downloaded in a zip file.
- If there is only a single document to download, click on the document, and it will appear in the document preview shown in the third option on page 2. Click on the download button in the top right of the screen to download the document.



2) From the Files tab

- Click the download button highlighted in blue to download all documents that you select with a check mark. To check off all documents, check the box next to Filename.
- Hover your mouse over the down arrow next to the document size and click the download option.





3) Document preview

- a. The document preview opens when you single-click a document on the Conversation tab or double-click a document on the Files tab.

