



User Guide

Version 4.0

ProPel User Guide
Copyright 2007. All rights reserved.

Unless otherwise noted, the companies, names, and other data used as examples are fictitious. No part of this book may be reproduced, in any form, without written consent from Attorneys' Title Insurance Fund, Inc.

THE FUND is a trademark of Attorneys' Title Insurance Fund, Inc.
Attorneys' Title Insurance Fund, Inc.
P.O. Box 628600
Orlando, FL 32822-8600
407.240.3863



Table of Contents

Layout of the ProPel window	1
Tree view pane	1
Document pane	1
Get documents ordered from The Fund	2
Inbox options	2
Working with documents and folders	5
Open existing documents in ProPel	5
Close documents	5
Find documents and folders in ProPel	6
Add documents to the ProPel repository	6
Create folders	7
Move documents or folders	7
Use drag and drop to move documents or folders	7
Copy documents or folders	7
Rename documents or folders	8
Delete documents or folders	8
Delete multiple documents	8
Delete pages	8
Lock folders	8
Unlock folders	9
Scan documents	9
Change document sequence	11
Add notes to documents	11
Edit notes on documents	12
Delete notes from documents	12
Save changes	12

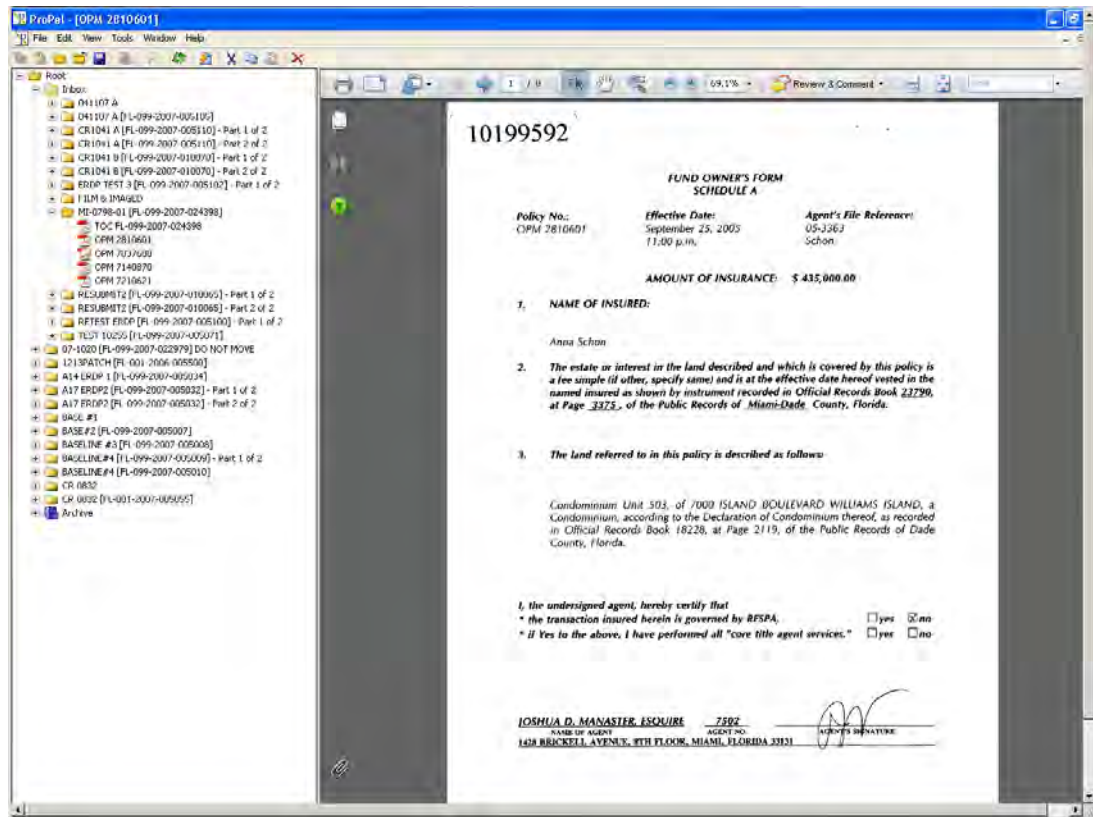
Emailing documents	12
Email a single document	12
Email all documents in a folder	13
Email a folder with sub-folders	13
Sending documents to a file folder	14
Send one document to a folder	14
Send all documents in a folder	14
Send a folder with sub-folders	15
Sending documents to a package file	16
Send all documents in a folder to a package file	16
Send a folder with sub-folders to a package file	16
Printing documents and folders	17
Configure Acrobat to print notes	17
Print entire document or folder	17
Print individual pages	18
Print notes on documents	18
Adjusting the view of documents	19
Resize document	19
Rotate document	19
Reverse page order	19
Setting the document layout	19
Paging through documents	19
Page forward	19
Page backward	19
Archiving documents and folders	20
Create an archive folder	20
Move documents or folders to archive	20

Blocking access to document retrieval (get documents)	21
Block access	21
Modifying ProPel connection method	22
Modify connection method	22
Troubleshooting firewall problems	23
Switch to passive mode	23
Setting up auto download	24
Set up auto download	24

ProPel User Guide

Layout of the ProPel window

The ProPel window consists of a menu bar (File, Edit, View, etc.), one toolbar with various buttons, and two panes: the tree view pane is on the left, the Document pane is on the right. There is an additional toolbar over the Document pane.



Tree view pane

The tree view pane looks and behaves very much like Windows Explorer. Use the tree view pane to view and arrange the contents of folders in ProPel. You can also open documents for display in the Document pane.

Document pane

The documents that you open in the tree view pane are displayed in the Document pane. Once a document is displayed, you can view and print individual pages, add notes to pages, etc.

Get documents ordered from The Fund



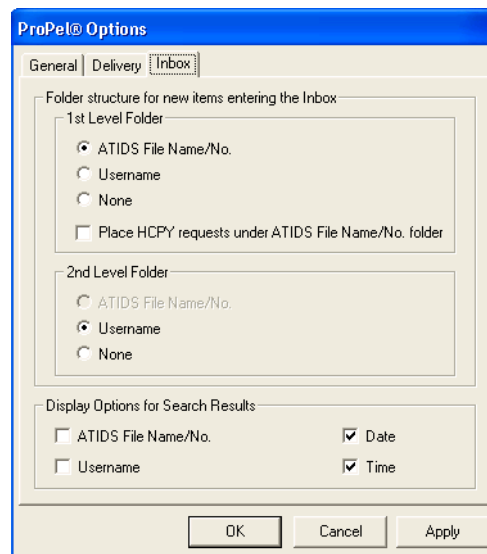
To retrieve any document orders waiting to be delivered from The Fund, click the **Get Documents** button on the toolbar. Or select **Tools**, then **Get Documents**.

After documents are successfully downloaded, they are stored in a folder under the Inbox folder. To view the contents of the folder, double-click the Inbox folder, then double-click the new folder.

Note: The default method for downloading orders is through the internet connection created for Reflection. To change the method for downloading, refer to *Modifying ProPel connection method*.

Inbox options

1. Select **Tools**, then **Options**.
2. Enter your password. The ProPel Options window is displayed. Click the **Inbox** tab.



You can specify how documents enter your inbox. You can define two folder levels and display options for each document entering the inbox. The 1st level folder is created directly under the Inbox folder in the tree view pane. The 2nd level folder is optionally created under the 1st level folder. Using the folder creation options, you can organize your documents by “ATIDS File Name/No” and/or “Username.”

Note that if you change the Inbox options, this will only affect new documents that are downloaded. Documents stored under previous Inbox options will not be changed.

The following example shows a 1st level folder and 2nd level folder with a document under the 2nd level folder:



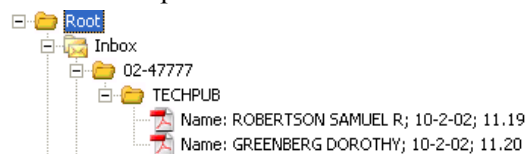
3. On the Inbox tab, select from among five inbox configurations.

Configuration #1:

This is the default configuration when ProPel is installed. With this configuration, ATIDS search results will enter the inbox under the 2nd level user name folder that is under a 1st level ATIDS filename folder. HCPY orders will enter the inbox as a 2nd level folder beneath the 1st level ATIDS Filename folder with the 2nd level folder name containing the ATIDS filename along with a unique order number.

- Select **ATIDS File Name/No** under 1st Level Folder. (You can also select **Place HCPY requests under ATIDS File Name/No. folder**, which means HCPY requests are displayed as files under the ATIDS File Name/No.)
- Select **Username** under 2nd Level Folder.
- Select any combination of items under Display Options for Search Results. Under the default configuration, only the date and time are selected for display, but you could also choose to display the ATIDS File Name/No and/or Username.
- Click Apply.

Configuration #1 Example Tree:



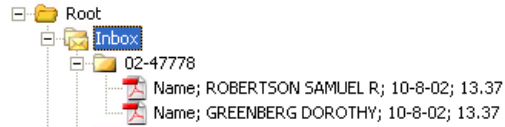
Configuration #2:

With this configuration, ATIDS search results will enter the inbox directly under the 1st level ATIDS Filename folder. HCPY orders will enter the inbox as a 2nd level folder beneath the 1st level ATIDS Filename folder with the 2nd level folder name containing the ATIDS filename along with a unique order number.

- Select **ATIDS File Name/No** under 1st Level Folder. (You can also select **Place HCPY requests under ATIDS File Name/No. folder**.)
- Select **None** under 2nd Level Folder.
- Select any combination of items under Display Options for Search Results.

- Click Apply.

Configuration #2 Example Tree:

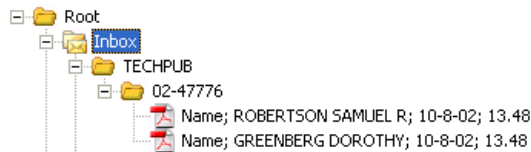


Configuration #3:

With this configuration, ATIDS search results will enter the inbox in a 2nd level ATIDS Filename folder that is under a 1st level username folder. HCPY orders will enter the inbox as a 1st level folder with the folder name containing the ATIDS filename along with a unique order number.

- Select **Username** under 1st Level Folder.
- Select **ATIDS File Name/No** under 2nd Level Folder.
- Select any combination of items under Display Options for Search Results.
- Click Apply.

Configuration #3 Example Tree:



Configuration #4:

With this configuration, ATIDS search results will enter the inbox in a 1st level user name folder. HCPY orders will enter the inbox as a 1st level folder with the folder name containing the ATIDS filename along with a unique order number.

- Select **Username** under 1st Level Folder.
- Select **None** under 2nd Level Folder.
- Select any combination of items under Display Options for Search Results, except for ATIDS File Name/No.
- Click Apply.

Configuration #4 Example Tree:



Configuration #5:

With this configuration, ATIDS search results will enter the inbox directly under the root inbox folder. HCPY orders will enter the inbox as a 1st level folder with the folder name containing the ATIDS filename along with a unique order number.


- Select **None** under 1st Level Folder.
- Nothing can be selected under 2nd Level Folder.
- Select any combination of items under Display Options for Search Results, except for ATIDS File Name/No.
- Click Apply.

Configuration #5 Example Tree:

Working with documents and folders

Open existing documents in ProPel



To open an existing document, do one of the following:

- Double-click the document in the tree view pane. The document is displayed in the Document pane.
-  Click the document in the tree view pane, then click the **Open Document** button or press the ENTER key. The document is displayed in the Document pane.

Note: A maximum of 20 documents can be open at one time.

Close documents


To close a document file in ProPel, do one of the following:

-  Click the **X** button in the upper right-hand corner of the Document pane.
-  Make sure that the document to be closed is displayed in the Document pane, then click the **Close** button on the toolbar.
- Click the document in the tree view pane, select **File**, then **Close**. (Select **Close All** to close all open documents.)

Note: If you try to close a document file without saving changes first, you are asked if you want to save the changes before the document is closed.


Find documents and folders in ProPel

Use the Find command to find documents and folders stored in ProPel. This command works only on document and folder names as displayed in the tree view pane. It does not look for text in documents.

1.  Click the **Find** button on the toolbar. Or select **Edit**, then **Find Folders and Documents**. The Find Folder and Documents window is displayed.
 2. Type the document or folder name in the **Find** box.
 3. Select search options if necessary:
 - **Find folders and documents** finds both folders and documents that match your search criteria.
 - **Find folders only** finds only the folders that match your search criteria.
 - **Find documents only** finds only the documents that match your search criteria.
 - **Match whole names only** finds only occurrences of the complete text you type in the Find box. For example, if you search for *Connor*, *O'Connor* and *Connors* will not be found.
 - **Include original name** includes original document names in the search. Original names are the names of documents as originally received from The Fund.
 - **Include Archive folder** includes the contents of all archive folders in the search.
 4. Click the **Find** button. Folders and documents are displayed under **Matches Found**.
 5. Do one of the following:
 - Click a folder, then click the **Go To Folder** button.
 - Click a document, then click the **Open Document** button or press the ENTER key.
 - Double-click the desired folder or document.
 6. You can select another folder or document displayed under **Matches Found** or close the Find Folder and Documents window by clicking the **Close** button.
-

Add documents to the ProPel repository


You can store any type of document in the ProPel repository.

1. Click the folder where you want the document to be stored.
2.  Click the **New Document** button on the toolbar. Or select **File**, then **New**, then **Document**. The Open window is displayed.



3. Do one of the following:
 - Select the single document that you want to store, then click **Open**. The document is placed in the folder that you specified in step 1.
 - Select multiple documents. To select a consecutive range of documents, click the first document in the range, then hold down the Shift key and click on the last document in the range. To select random documents, hold down the Ctrl key, and then click the documents. Click **Open** after files are selected. The documents are placed in the folder that you specified in step 1.

Note: Adobe Acrobat, Microsoft Word and Microsoft Excel documents are displayed with the appropriate icons. All other documents are displayed with a generic document icon.

Create folders

1. Click the folder where you want to create a new folder.
2.  Click the **New Folder** button on the toolbar. Or select **File**, then **New**, then **Folder**.
3. Type a name for the new folder, then press the ENTER key.



Move documents or folders

1. Click the document or folder you want to move.
2.  Click the **Cut** button on the toolbar. Or select **Edit**, then **Cut**.
3. Click the folder where you want to put the document or folder.
4.  Click the **Paste** button on the toolbar. Or select **Edit**, then **Paste**.

Use drag and drop to move documents or folders

1. Find the document or folder you want to move.
2. Drag the document or folder to the destination. (To drag, click and hold the left mouse button on the document/folder, move it to the desired location, and let go of the mouse button.)


Copy documents or folders

1. Click the document or folder you want to copy.
2.  Click the **Copy** button on the toolbar. Or select **Edit**, then **Copy**.
3. Click the folder or disk where you want to put the copy.
4.  Click the **Paste** button on the toolbar. Or select **Edit**, then **Paste**.

Rename documents or folders

1. Click the document or folder you want to rename.
 2. Select **File**, then **Rename**.
 3. Type the new name, then press the ENTER key.
-

Delete documents or folders

1. Click the document or folder you want to delete.
2.  Click the **Delete** button on the toolbar. Or select **File**, then **Delete**.

Note: Deleting a folder deletes all of the documents and subfolders under it.

Delete multiple documents

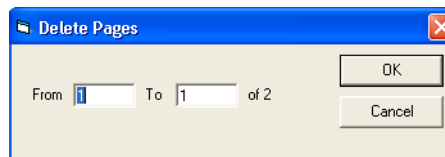
The Multi-Delete option will delete multiple documents in one step. Multiple folders cannot be deleted.

1. Right-click the folder that contains the documents to be deleted.
 2. Select **Multi-Delete**. The Multi-Delete dialog box is displayed.
 3. To select a consecutive range of documents, click the first document in the range, then hold down the Shift key and click on the last document in the range. To select random documents, hold down the Ctrl key, and then click the documents.
 4. Click the **Delete Selected Items** button.
-

Delete pages

The Delete pages option will delete a page or range of pages from a document.

1. To delete pages from a document, that document must be displayed in the Document pane.
2. Select **Tools**, then **Delete Pages**. The Delete Pages dialog box is displayed.



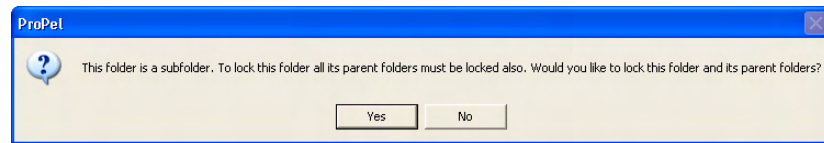
3. Type the range of pages that you want to delete, then click **OK**.
-

Lock folders

If you lock a folder, it cannot be cut, copied, moved, deleted or renamed. You will still have full access to the contents of a locked folder.

You cannot lock the Root, Inbox or Archive folder.

To lock a folder, right click on it, then select **Lock**. If you are attempting to lock a subfolder, and the parent folder is not locked, the following message is displayed.

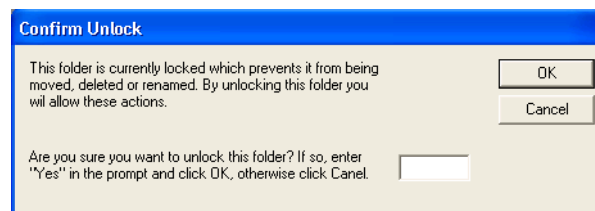


Click **Yes** to lock all applicable folders. After you successfully lock a folder (or folders), a lock icon is displayed on the folder in the tree view.

Unlock folders

You cannot unlock a parent folder that has locked subfolders. You must unlock all locked subfolders before you can unlock the parent folder.

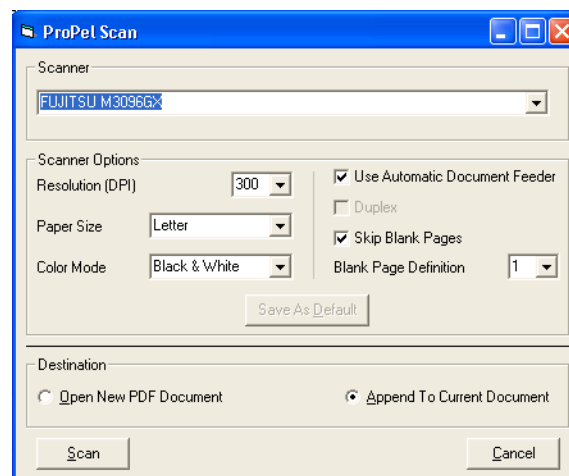
1. Right click the locked folder, then select **Lock**. The Confirm Unlock dialog box is displayed.



2. Type **yes**, then click **OK**. (The field is not case sensitive.) The lock icon is removed from the folder in the tree view.

Scan documents

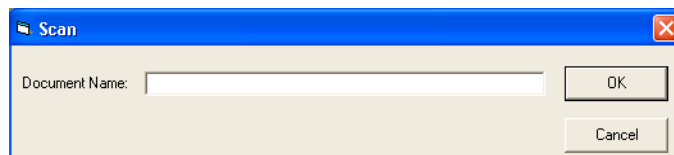
1. Click the folder where you want to add a document or open a document that you want to add pages to.
2. Place the document page(s) in your scanner.
3. Select **File**, then **Scan**. The ProPel Scan dialog box is displayed.



4. Make sure the proper device is displayed in the **Scanner** box.
5. Select one of the following resolutions from the **Resolution (DPI)** drop-down list.
 - 100
 - 200
 - 300
6. Select the paper size from the **Paper Size** drop-down list. If you are scanning a batch with mixed sizes (letter and legal), select Legal.
7. Select the color mode from the **Color Mode** drop-down list. The options on the list are dependent on the capabilities of your scanner.
8. Select **Use Automatic Document Feeder** if you want to use that feature. If your scanner doesn't support this feature, it's grayed out.
9. Select **Duplex** if you want to use that feature. If your scanner doesn't support this feature, it's grayed out.
10. Select **Skip Blank Pages** if you want to use that feature. The number in the **Blank Page Definition** box controls what the system considers a blank page. If you leave it at 1, only completely blank pages and pages with a very small amount of text are skipped. If you select 2 or 3, pages with more text are skipped. You should experiment with this setting to determine the best number for your needs.
11. If you have changed the settings and want to save them, click **Save As Default**.

Note: The Save As Default option is also available if you change previously saved settings.

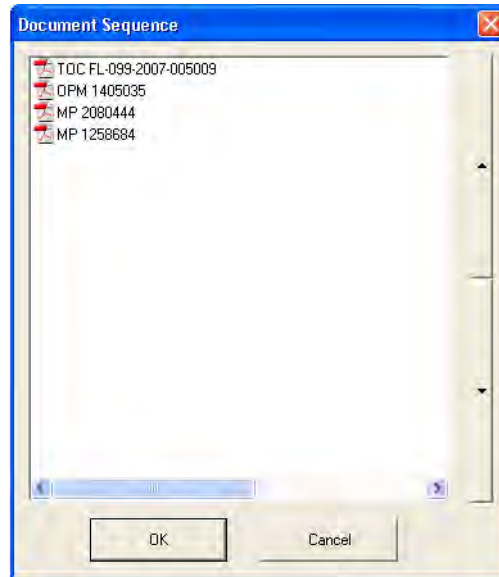
12. Select one of the following under Destination:
 - **Open New PDF Document.**
 - **Append To Current Document.** If you have a document open, this is the default selection.
13. Click the **Scan** button. If you are appending to the current document, the pages are scanned and added to the end of the current document. If you are opening a new document, the Scan window is displayed after the pages are scanned.



14. Type the name of the document in the **Document Name** box.
15. Click **OK**. The document is stored in the selected folder and displayed in the viewer. If you receive a message stating that no pages were scanned, check your scanner.

Change document sequence

1. Right click the folder in the tree view pane.
2. Select **Document Sequence**. The Document Sequence window is displayed.



3. Select the document you want to move, then click the up or down arrow to the right of the document list to move the document. To select a range of documents, click the first document in the range, then Shift click on the last document in the range.
4. When you are finished moving documents, click **OK**.

Add notes to documents

You can create notes on any page in a .pdf document (notes are not allowed on other types of documents), and you can position them anywhere on the page. If you enter more text than will fit in the note window, the text scrolls. You can also resize the note window.

1. Open the document that needs a note.
2. Do one of the following:
 - Right click where you want a note added, then select **Add Sticky Note**.
 - Click the down arrow on the Review & Comment icon (located on the Adobe Acrobat toolbar), then select **Add Sticky Note**.
 - Press Ctrl+6.
3. Type the text for the note. If you enter more text than will fit in the note window, the text scrolls automatically. You can also resize the note window by clicking and dragging the bottom left or right corner of the note window.

4. To minimize the note, click the Minimize button in the upper right corner of the note window. Double-click the **Note** icon to maximize the note.
 5. After you save the file, a **Note** icon is displayed to the left of the document name in the tree view.
-

Edit notes on documents

If you open a document that has notes maximized, you will have to minimize the notes, and then maximize them again before you can edit the text in the note windows.

Delete notes from documents

1. Open the document that contains notes to delete.
 2. Do one of the following:
 - Right click the **Note** icon on the document, then select **Delete**.
 - Open the note, then click the down arrow next to Options and select **Delete**.
 3. After you save the file, the **Note** icon is removed from the document name in the tree view.
-

Save changes



Click the **Save** button on the toolbar. Or select **File**, then **Save**.

Emailing documents

You can email one document or all of the documents in a folder, including the documents in sub-folders.

Email a single document

1. Click the document in the tree view pane.
2. Select **File**, then **Send “Document name” to**, then **Mail Recipient**. Your email program will start up with the document file attached to an email message.

Note: If a document is open in the Document pane, you can still email a document in the tree view pane. Just right click the desired document and select **Send To**, then **Mail Recipient**.

Email all documents in a folder

Use the following procedure to email all of the documents in a folder that does not have sub-folders.

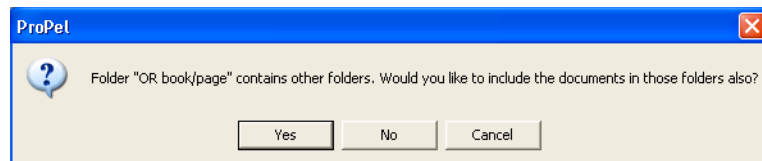
1. Click the folder in the tree view pane.
2. Select **File**, then **Send "Document name" to**, then **Mail Recipient**. Your email program will start up with all of the document files from the folder attached to an email message.

Note: If a document is open in the Document pane, you can still email a folder in the tree view pane. Just right click the desired document and select **Send To**, then **Mail Recipient**.

Email a folder with sub-folders

Use the following procedure to email a folder that has sub-folders.

1. Click the folder in the tree view pane.
2. Select **File**, then **Send "Folder name" to**, then **Mail Recipient**. The following dialog box is displayed.



3. If you click **Yes**, your email program will start up with all of the document files from the selected folder, and the document files from all sub-folders, attached to an email message. If you click **No**, your email program will start up with only the document files from the selected folder attached to an email message.

Note: If a document is open in the Document pane, you can still email a folder in the tree view pane. Just right click the desired folder and select **Send To**, then **Mail Recipient**.

Sending documents to a file folder

You can send one document or all of the documents in a folder, including the documents in sub-folders.

Send one document to a folder

1. Click the document in the tree view pane.
2. Select **File**, then **Send “Document name” to**, then **File Folder**. The following dialog box is displayed.



3. Select the destination for the document from the dialog box, then click **OK**. The document will be sent to that location.

Send all documents in a folder

Use the following procedure to send all of the documents in a folder that does not have sub-folders.

1. Click the folder in the tree view pane. Do not open any documents.
2. Select **File**, then **Send “Folder name” to**, then **File Folder**. The following dialog box is displayed.

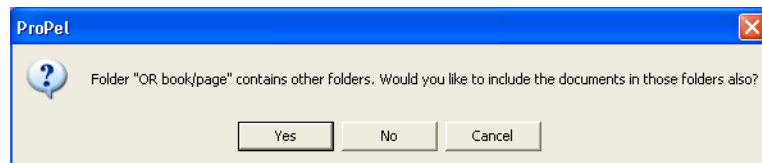


3. Select the destination for the documents from the dialog box, then click **OK**. The documents in the selected folder will be sent to that location.

Send a folder with sub-folders

Use the following procedure to send a folder that has sub-folders.

1. Click the folder in the tree view pane. Do not open any documents.
2. Select **File**, then **Send "Folder name" to**, then **File Folder**. The following dialog box is displayed.



3. If you click **Yes**, all of the document files from the selected folder, and the document files from all sub-folders, will be sent. If you click **No**, only the document files from the selected folder will be sent. After you select Yes or No, the following dialog box is displayed.



4. Select the destination for the documents, then click **OK**.

Note: If a document is open in the Document pane, you can still send a folder in the tree view pane. Just right click the desired folder and select **Send "Folder name" to** from the pop-up menu.

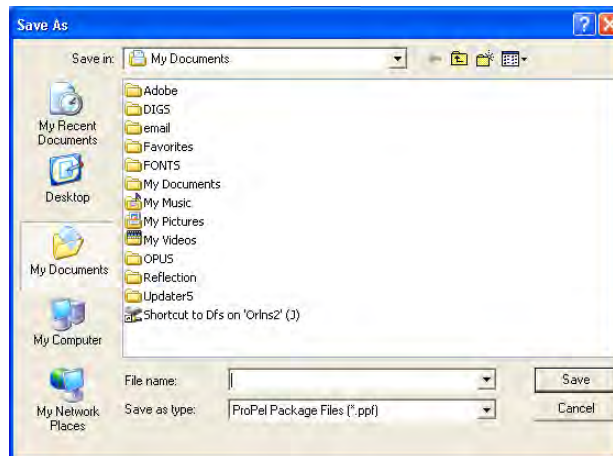
Sending documents to a package file

You can send all of the documents in a folder to a condensed package file, including the documents in sub-folders. You cannot send a single document to a package file.

Send all documents in a folder to a package file

Use the following procedure to send all of the documents in a folder that does not have sub-folders as a package file.

1. Click the folder in the tree view pane. Do not open any documents.
2. Select **File**, then **Send "Folder name" to**, then **Package File**. The following dialog box is displayed.

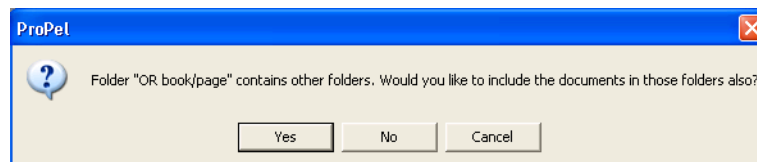


3. Select the destination for the package file from the dialog box, then click **OK**. The package file will be sent to that location.

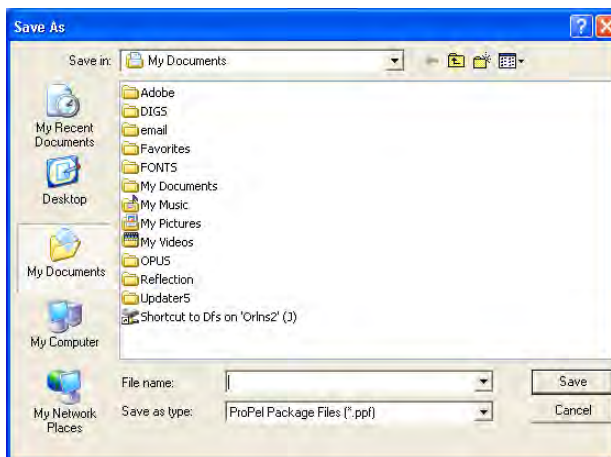
Send a folder with sub-folders to a package file

Use the following procedure to send a folder that has sub-folders to a package file.

1. Click the folder in the tree view pane. Do not open any documents.
2. Select **File**, then **Send "Folder name" to**, then **Package File**. The following dialog box is displayed.



- If you click **Yes**, all of the document files from the selected folder, and the document files from all sub-folders, will be included in the package file. If you click **No**, only the document files from the selected folder will be included in the package file. After you select Yes or No, the following dialog box is displayed.



- Select the destination for the package file, then click **OK**.

Note: If a document is open in the Document pane, you can still send a folder in the tree view pane. Just right click the desired folder and select **Send “Folder name” to** from the pop-up menu.


Printing documents and folders

You can print the contents of an entire document or folder or print individual pages. If you want to print the notes that are added to documents, you must make a configuration change in the Document pane.

Configure ProPel to print notes


- Open a document.
- Right click the document, then select **Page Display Preferences**.
- Under the Categories section, select **Commenting**.
- Under the Viewing Comments section, select **Print notes and pop-ups**.
- Click **OK**. You can now print notes on documents. See *Print notes on documents* on the next page.

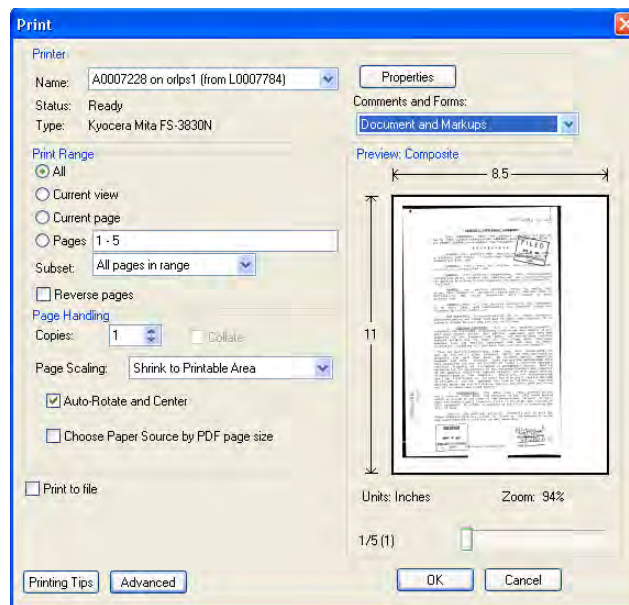
Print entire document or folder

- Click the document or folder in the tree view pane. Do not open the document.
-  Click the **Print** button on the toolbar. Or select **File**, then **Print**. (If a document is open in the Document pane, it will print instead of the document or folder selected in the tree view pane.)

Note: If a document is open in the Document pane, you can still print a document or folder in the tree view pane. Just right click the desired document or folder and select **Print** from the pop-up menu.

Print individual pages

1. Open the document so it is displayed in the Document pane.
2. Do one of the following to display the Print dialog box:
 -  Click the **Print** button on the toolbar.
 - Select **File**, then **Print**.
 - Right click on the document, then select **Print**.



3. Select the desired print options, then click **OK**.

Print notes on documents

1. Open the document so it is displayed in the Document pane.
2. Maximize any notes you want printed. Make sure you double-click the **Note** icons to maximize notes.
3. Display the Print dialog box. There are three ways to do this. See the section above.
4. Under the Comment and Forms section, select **Document and Mark-ups** from the drop-down list.
5. Change any other settings, then click **OK**.

Adjusting the view of documents

You can adjust the view of documents through the ProPel interface or using the Adobe Acrobat interface in the Document pane. This section explains the ProPel interface. For more information on using the Acrobat interface, please refer to the Adobe Acrobat Help.

Resize document

Do one of the following:

- Select **View**, then **Fit in Window**.
 - Select **View**, then **Fit to Width**.
 - Select **View**, then **Actual Size**.
-

Rotate document

Do one of the following:

- To rotate the document 90 degrees clockwise, select **Tools**, then **Rotate Clockwise**.
 - To rotate the document 90 degrees counterclockwise, select **Tools**, then **Rotate Counterclockwise**.
-

Reverse page order

To reverse the page order of a multiple page document, select **Tools**, then **Reverse Pages**. On a five-page document, page five becomes page one, page four becomes page two, etc.

Setting the document layout

Select **Window**, then select one of the following layouts.

- Cascade
- Tile Horizontal
- Tile Vertical

Paging through documents

When a multiple page document is displayed in the Document pane, you can page forward and backward. This section explains the ProPel interface. For more information on using the Acrobat interface, please refer to the Adobe Acrobat Help.

Page forward

Do one of the following:

- Select **View**, then **Next Page**.
 - Select **View**, then **Last Page**.
-

Page backward


Do one of the following:

- Select **View**, then **Previous Page**.
- Select **View**, then **First Page**.

Archiving documents and folders

You can archive documents and folders onto almost any sort of recording media (rewritable media, Zip drive, removable disk drive, etc.). First you create an archive folder, then you select the documents or folders you want to archive. Finally, you drag the selected documents/folders to the archive folder. ProPel will keep track of the archive location.



Create an archive folder

1. Select the Archive folder in the tree view pane.
2.  Click the **New Folder** button on the toolbar. Or select **File**, then **New**, then **Folder**. The Browse for Folder window is displayed.



3. Select a location for the new folder, then click **OK**. A folder named New Folder is created. This is where documents will be stored.
4. Type a name for the new folder, then press the ENTER key.

Move documents or folders to archive

1. Select the documents or folders you want to archive.
2.  Click the **Cut** button on the toolbar. Or select **Edit**, then **Cut**.
3. Open the archive folder where you want to store the document or folder.
4.  Click the **Paste** button on the toolbar. Or select **Edit**, then **Paste**.

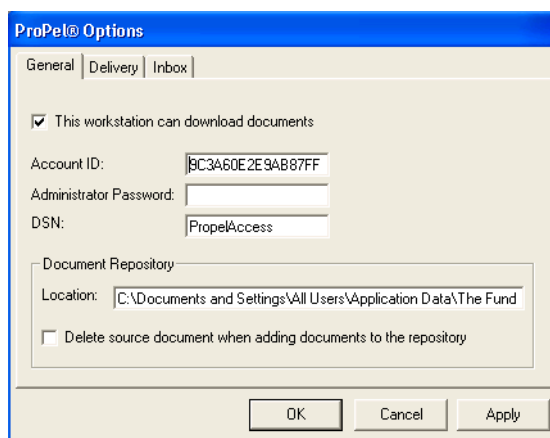
Note: As an alternative, you can use the drop-and-drag feature to move documents/folders to archive.

Blocking access to document retrieval (get documents)

Only one PC at your site can get documents from The Fund at one time; that is, if one PC is getting documents, and a second PC attempts to get documents, the second PC will receive an error message. You can set up ProPel so that only some PCs, or one PC, can use the get documents option. Just use the procedure outlined below to block access on certain PCs.

You will need the administrative password for ProPel in order to block access on a PC.

- Block access**
1. Select **Tools**, then **Options**. The Options Password window is displayed.
 2. Type your administrative password into the **Password** box, then click **OK**. The ProPel Options window is displayed.



3. Remove the checkmark next to **This workstation can download documents**.
4. Click the **OK** button.
5. Repeat steps 1 - 4 on every PC where you want access blocked.

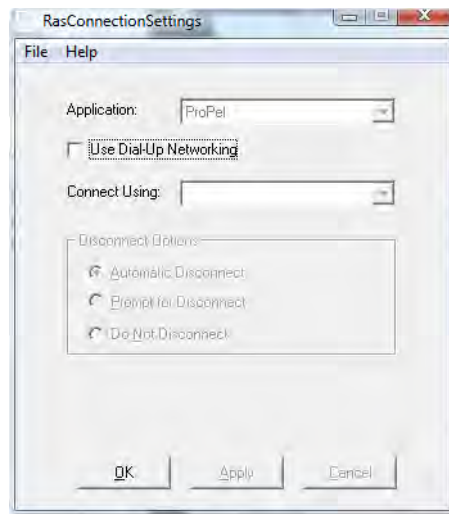
Modifying ProPel connection method

If you do not have Reflection installed on your PC, the ProPel installation will not set up a dial-up networking connection for receiving documents. This section explains how to modify the connection method. There are two alternate connection methods using an ISP (Internet Service Provider) instead of The Fund: persistent connection (non-dial-up) or dial-up.

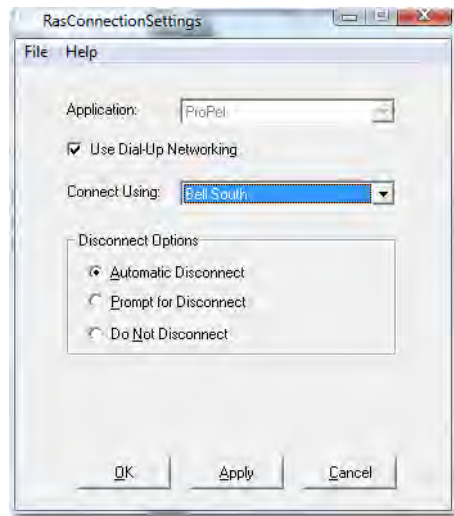
You will need the administrative password for your system in order to modify the connection method.

Modify connection method

1. Select **Tools**, then **Options**. The Options Password window is displayed.
2. Type your administrative password into the **Password** box, then click **OK**. The ProPel Options window is displayed.
3. Click the **Delivery** tab, then click the **Connection Settings** button. The Connection Settings window is displayed.
4. Do one of the following:
 - **ISP Persistent Connection:** Make sure the checkmark is removed from the box next to **Use Dial-Up Networking**. Your window should look like the one shown below.



- **ISP Dial-Up Connection:** Make sure there is a checkmark in the box next to **Use Dial-Up Networking**, then select your ISP from the drop-down menu next to **Connect Using**. Your window should look like the one shown below.



5. Click the **OK** button.

Troubleshooting firewall problems

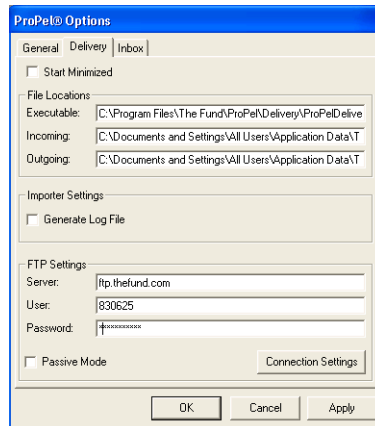
If you're having problems getting connected because of firewall issues, you can try switching ProPel to "passive mode." This solves many firewall problems. If this doesn't work, please call the Help Desk.

You will need the administrative password for ProPel in order to try this procedure.

Switch to passive mode

1. Select **Tools**, then **Options**. The Options Password window is displayed.
2. Type your administrative password into the **Password** box, then click **OK**. The ProPel Options window is displayed.

3. Click the **Delivery** tab.



4. Make sure the correct information is displayed in the **User** and **Password** boxes.
5. Place a checkmark in the box next to **Passive Mode**.
6. Click the **OK** button.
7. Try to get documents from The Fund.

Setting up auto download

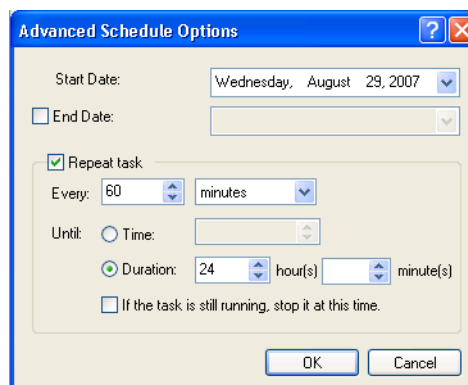
You can use Windows Scheduler to set up auto download of documents ordered from The Fund. For example, you can have your computer download documents every weekday at 6:00 pm.

Important Reminder: In Windows Scheduler, set up the scheduled task on only one PC.

Set up auto download

1. Select **Start**, then **All Programs**.
2. Select **Accessories**, then **System Tools**, and then **Scheduled Tasks**. The Scheduled Tasks window is displayed.
3. Double-click **Add Scheduled Task**. The Scheduled Task Wizard window is displayed.
4. Click the **Next** button, and then click the **Browse** button. The Select Program to Schedule window is displayed.
5. Double-click **Program Files**, then double-click **ATIF**, and then double-click **ProPel**.
6. Double-click **Delivery**, and then double-click **ProPelDelivery**. The Scheduled Task Wizard window is displayed.

7. Select the interval for the download to run (daily, weekly, etc.), and then click the **Next** button. The window displayed next depends on which interval option you selected. For example, if you selected **Daily**, you need to enter a starting time and starting date, and then click **Next**. If you selected **Monthly**, you need to select which months, and then click **Next**.
8. After entering any additional data needed for your interval selection, the Scheduled Task Wizard will prompt you to enter the user name and password.
9. Enter your user name and password, confirm the password, and then click **Next**. A message is displayed stating that you have successfully scheduled ProPelDelivery.
10. Select the **Open advanced properties for this task when I click Finish** checkbox, and then click the **Finish** button. The Task Scheduler dialog box is displayed.
11. Click **OK**. The ProPelDelivery window is displayed.
12. Type the following text into the Run box: **"C:\Program Files\ATIF\ProPel\Delivery\ProPelDelivery.exe" ProPel**
 You must include the quotation marks. There is a space between the closing quotation mark and the word ProPel.
13. Click the **Schedule** tab.
14. Click the **Advanced** button. The Advanced Schedule Options window is displayed.
15. Select the **Repeat task** checkbox.
16. Complete the **Every** and **Until** sections on the screen. It is not recommended to schedule a task for anything less than a 30 minute interval. Scheduling for a shorter interval may impact the performance of your PC. In the example shown below, the task is set to be repeated every 60 minutes for 24 hours each day.



17. Click the **OK** button. The ProPelDelivery window is displayed with the new scheduling information.

18. Click the **OK** button to apply your changes.

Note: If you set up the scheduled task, you must be logged on to the PC to receive the scheduled download.