AVA
USER GUIDE

- Use of a credit card will require a $10.00 buffer that will be drawn down during the session. The unused portion will be returned to the account in a couple of days. IF YOU CANCEL OUT OF YOUR SESSION BEFORE YOU ARE DONE MAKING COPIES YOU WILL BE REQUIRED TO START A NEW SESSION USING YOUR CREDIT CARD AND AN ADDITIONAL BUFFER OF $10.00 WILL BE CHARGED.

- Enter the search criteria in AVA then hit the search key.

- A listing of documents will appear.

- Use your mouse to click on the document you wish to view.

- When document is open you can select from the tool bar at the bottom to move between pages, zoom in or out, print or reset.

- If you are done viewing the document you can return to the listing by left clicking the mouse on the **BACK** key located in the upper left-hand corner of the page.

- If you wish to print a document or a page or a selection of pages you would select the print icon in the yellow tool bar at the bottom of the screen.

- A menu will appear asking if you wish to print the entire document, current page or a selection of pages only. Once you make your selection you hit okay to print. After printing hit the **CLOSE** key at the top right-hand corner to return to the original viewing screen of the document.

- Select the **BACK** key in the upper left-hand corner of the page to go back to the search screen or to start an entirely new search.
- On the original home screen/search screen you will see a yellow box in the upper right-hand corner which reflects your session balance. If you click on that box it will drop down and show you the money you have spent and you can either print the information for free or have it emailed to you. When done hit the **CLOSE** key.

- You may go back to the search screen as often as you like using the **BACK** key; but do not exit out of the application or you must begin a new session.

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