



Setting Up Laptop To Work Offline

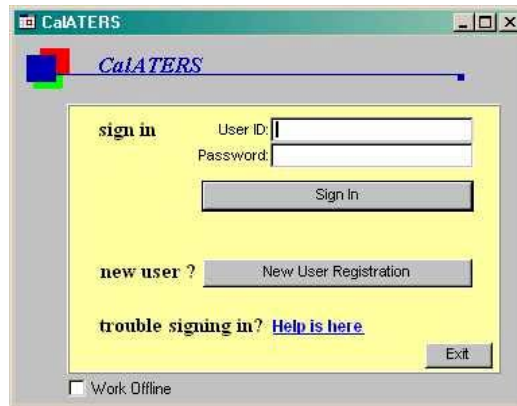
Using Internet Explorer

Step 1



Access CalATERS from your internet/intranet.
From the CalATERS web site at www.calaters.ca.gov, click **CalATERS**.

Step 2



Key User ID and Password.

Click **Sign In**.

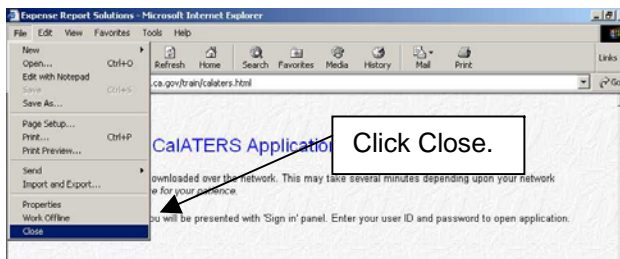
Step 3



Click on your Profile to verify that the information is correct. Make any needed corrections.

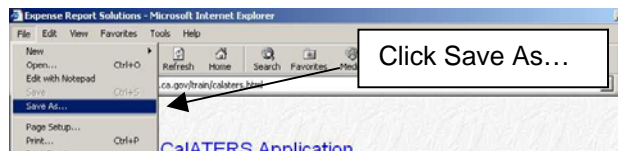
After corrections are made, click on File and Exit the Work Queue.

Step 4



Close the browser.

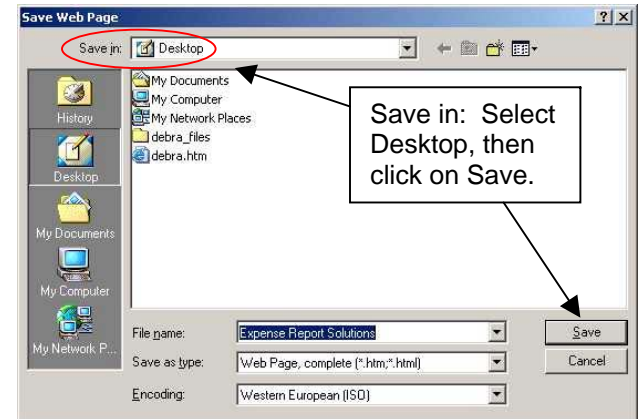
Step 5



Re-open your Internet browser and access CalATERS again ignore the Sign In screen. Click **FILE** on the Menu Bar then click on **SAVE AS**.

Your Save As screen may look different.

Step 6

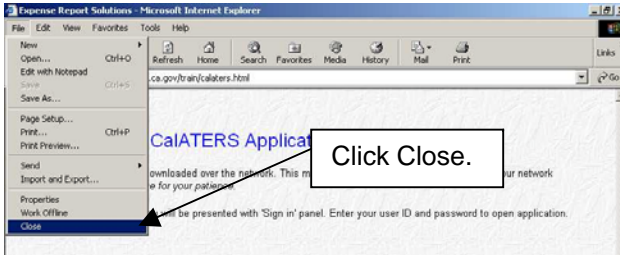


Click on the appropriate field to save the web page to your Desktop, then click on the Save button



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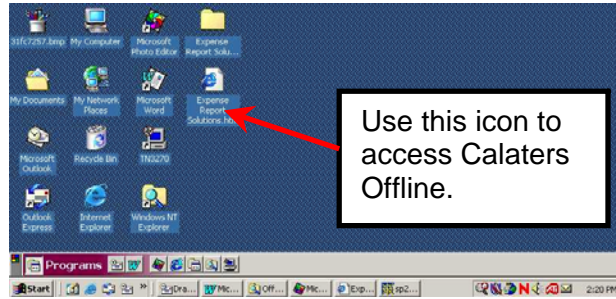
Step 7



Close the browser. Go to the desktop.

Using Internet Explorer

Step 8



A new icon will be added to the desktop. Click on this icon to created forms offline.

Step 9
Information

See Quick instructions titled **Working Offline**, available on the CalATERS website.