

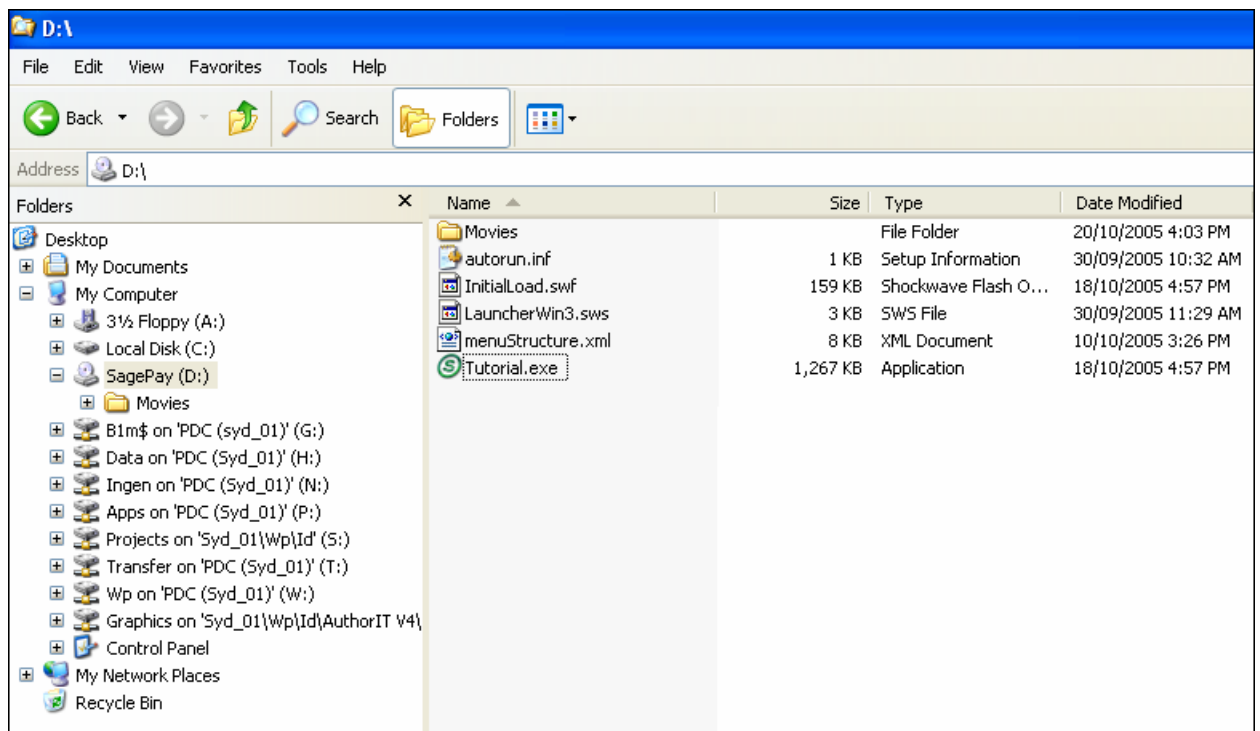
SagePay Online Tutorial

The SagePay Online Tutorial is a learning and support tool that is available to assist you with the setup and use of SagePay.

You may want to refer to the Tutorial frequently to learn about different aspects of SagePay. The quickest and easiest way to access the Tutorial is from the hard drive of your PC. To do this you will need to download the Online Tutorial from the SagePay CD.

Downloading the Online Tutorial

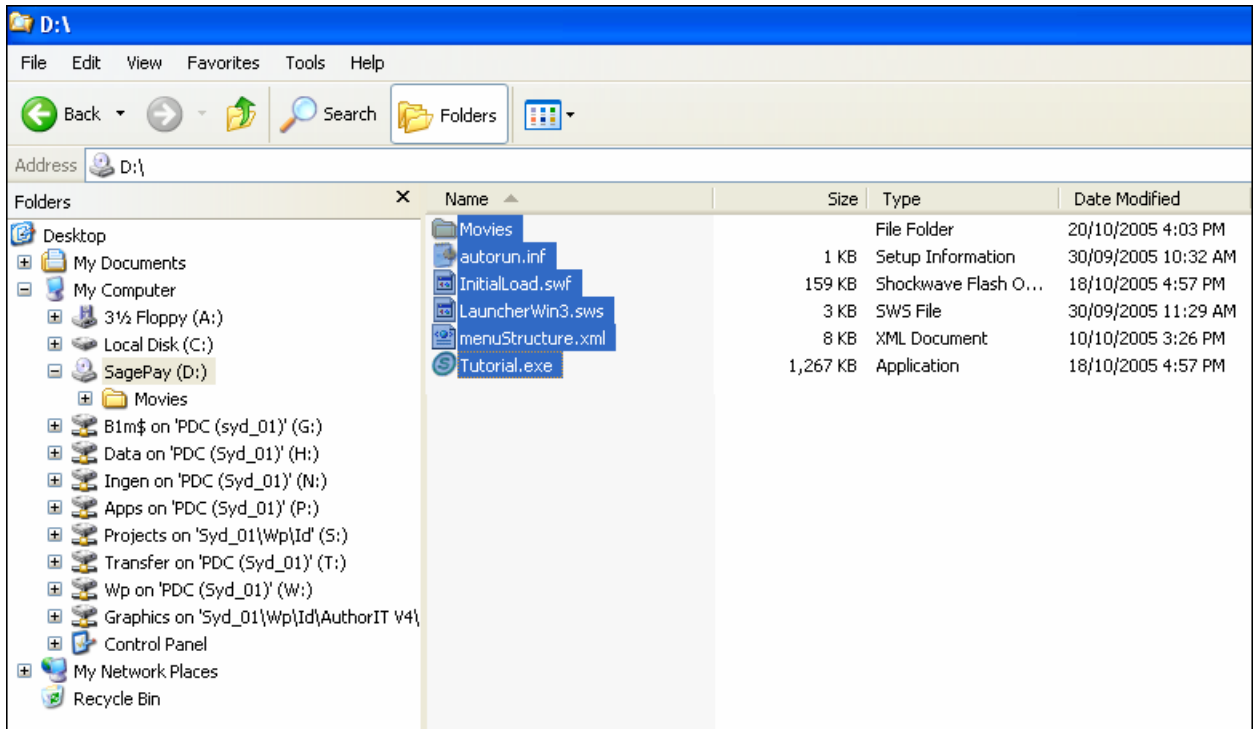
- 1 Insert the CD containing the SagePay Online Tutorial into the CD Drive of your PC.
- 2 Navigate to the CD Drive using Windows® Explorer.



NOTE: You will now need to select all items on the CD Drive to copy them to the hard drive of your PC.

- 3 Using your mouse, click on the first item in the list on the right hand section of the screen. It should now be highlighted.
- 4 Press and hold the 'SHIFT' key on your keyboard.

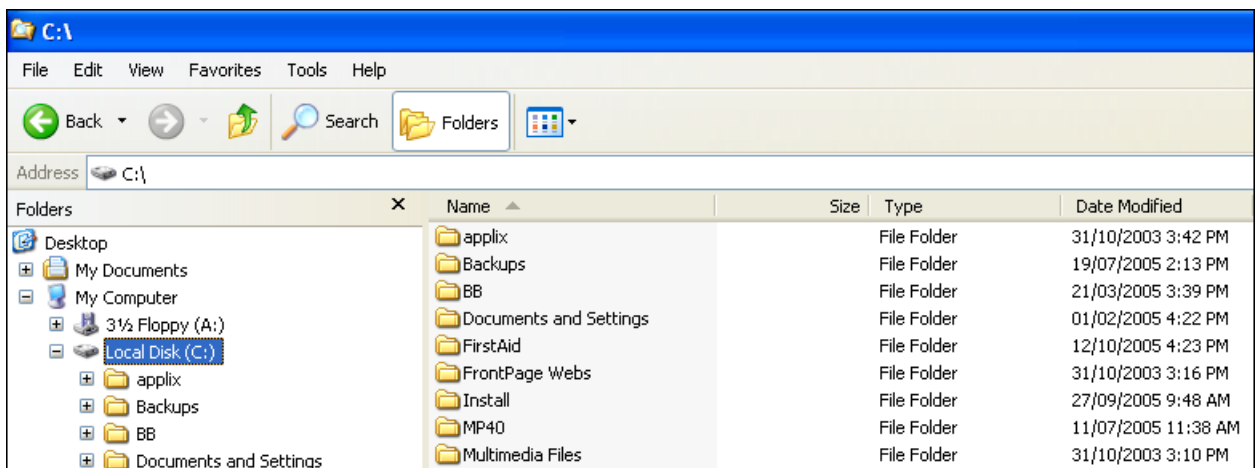
- 5 Using your mouse, click on the last item in the list so that all the items on the CD drive are highlighted.



- 6 Copy the items selected using the keyboard shortcut 'CTRL+C' or right mouse click and select 'Copy'.

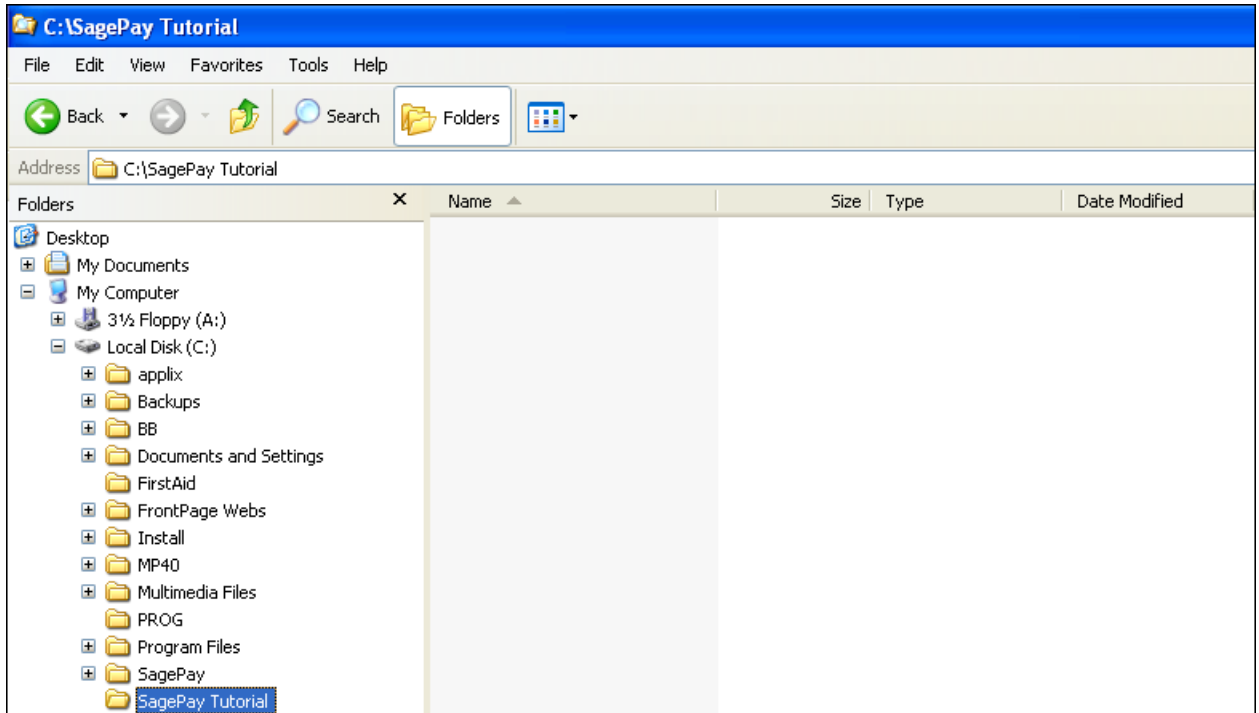
NOTE: You will now need to create a new folder on your C:\ Drive and name this folder, eg. SagePay Tutorial.

- 7 Navigate to your C:\ Drive and highlight the drive.

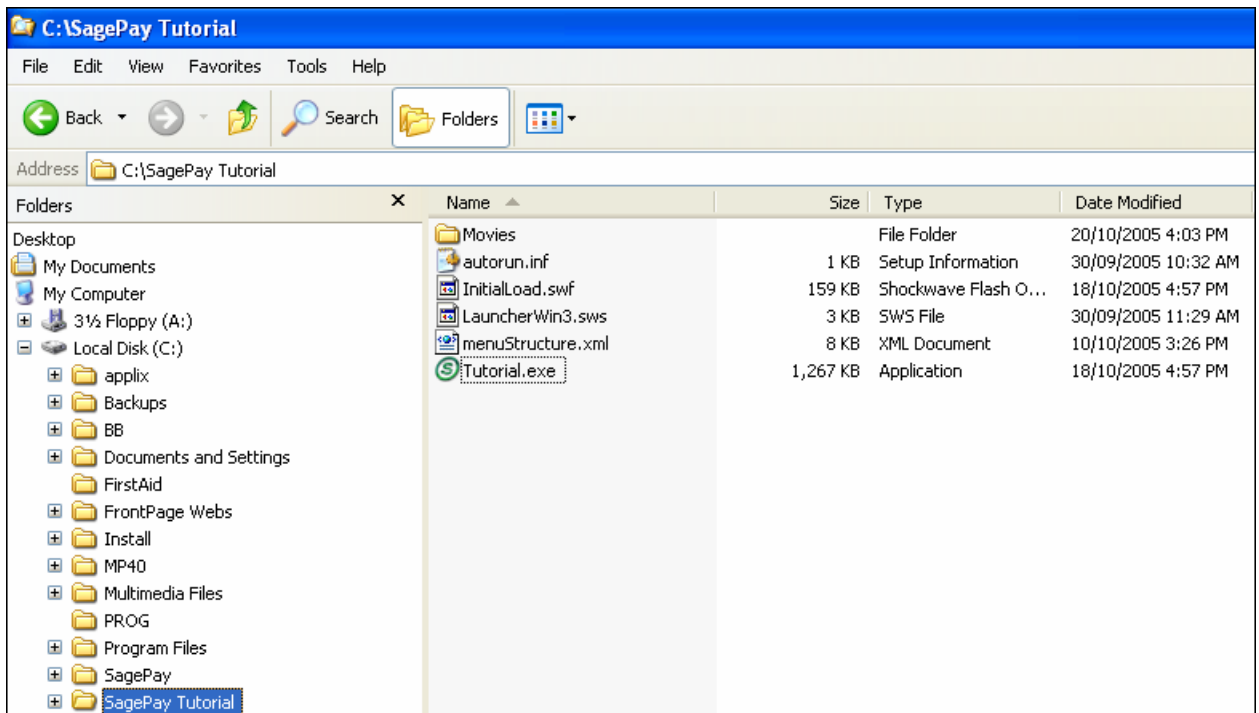



- 8 Follow the menu path **File > New > Folder**.

9 Name the new folder, eg. SagePay Tutorial.



10 In the new folder copy the files from the CD using the keyboard shortcut 'CTRL+V' or right mouse click and select 'Paste'.



11 When you want to run the Online Tutorial double-click on the  file in Windows® Explorer.



12 Click on the **Start** button to begin the tutorial.