City of Bradford Metropolitan District Council

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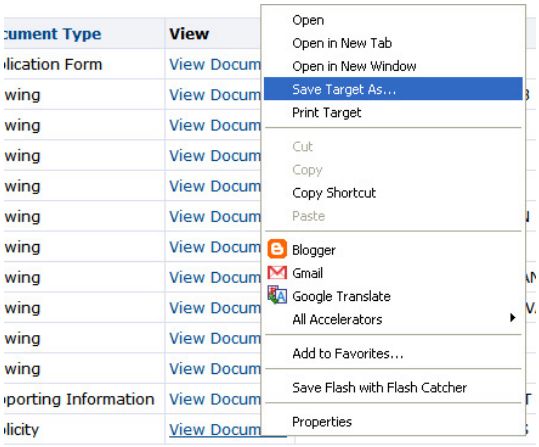
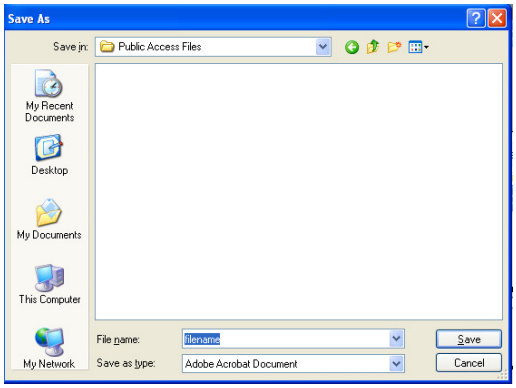
How can I save files from Public Access?

There are a number of ways that files can be saved in Public Access.

If you want to save files without opening them, right click on the blue 'View Document' text: and choose 'Save Target as'.

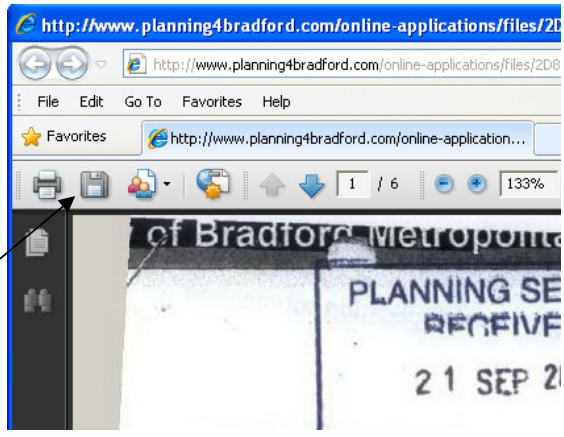




You will then be asked what you would like to call the file. You can leave it as it is, or choose a name that will be easier to find later.

You might want to open a file first to see if you want to save it. The majority of our files are either image files or pdf documents.

To save a pdf document you have opened from Public Access, look for the disk icon.



Most programs will have a disk icon like this that you can use to save files, or right click on the document and select 'Save as'.

For more information, please see our full manual at http://www.bradford.gov.uk/publicaccess