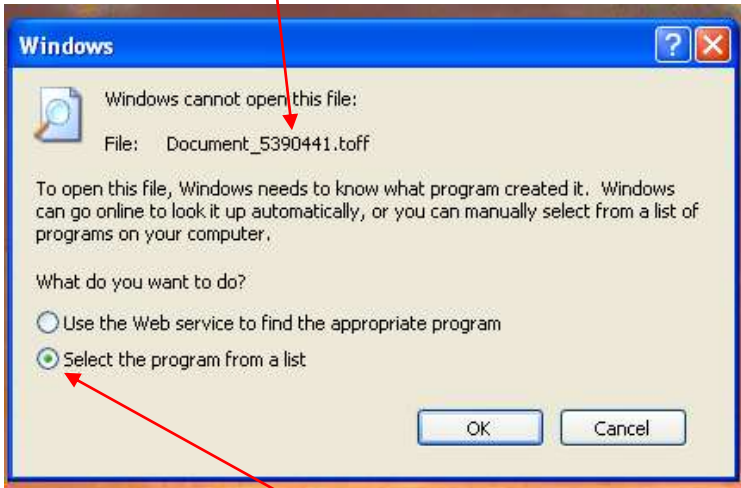


## How to set your PC to open e-Summons sent by the Manatee Clerk

When the Clerk issues an e-Summons and sends it to you in an email, the file is sent in a .tiff format. To open the file for printing, you need to make sure your PC is set to the correct settings. These instructions will assist you and once you have your settings correct, you will be able to open the e-Summons without any special action.

### Opening attached “.tiff” extension files that the local PC does not recognize.

This assumes you had received email with a ‘.tiff’ file (imaged document) extension. For this example the file extension was changed to = .toff (for illustration purposes) Now assume this file is now attached to an email and you tried to open it. You would get the following message (assuming you are using Windows)



So next, you would click the ‘**Select the program from a list**’ and typically get the screen below left displayed: Scroll to the bottom and you will see “**Windows and Fax Viewer**”. Click this and the document will open. You can then click the ‘Always use the selected program to open this kind of file’ box to handle future occurrences.

