

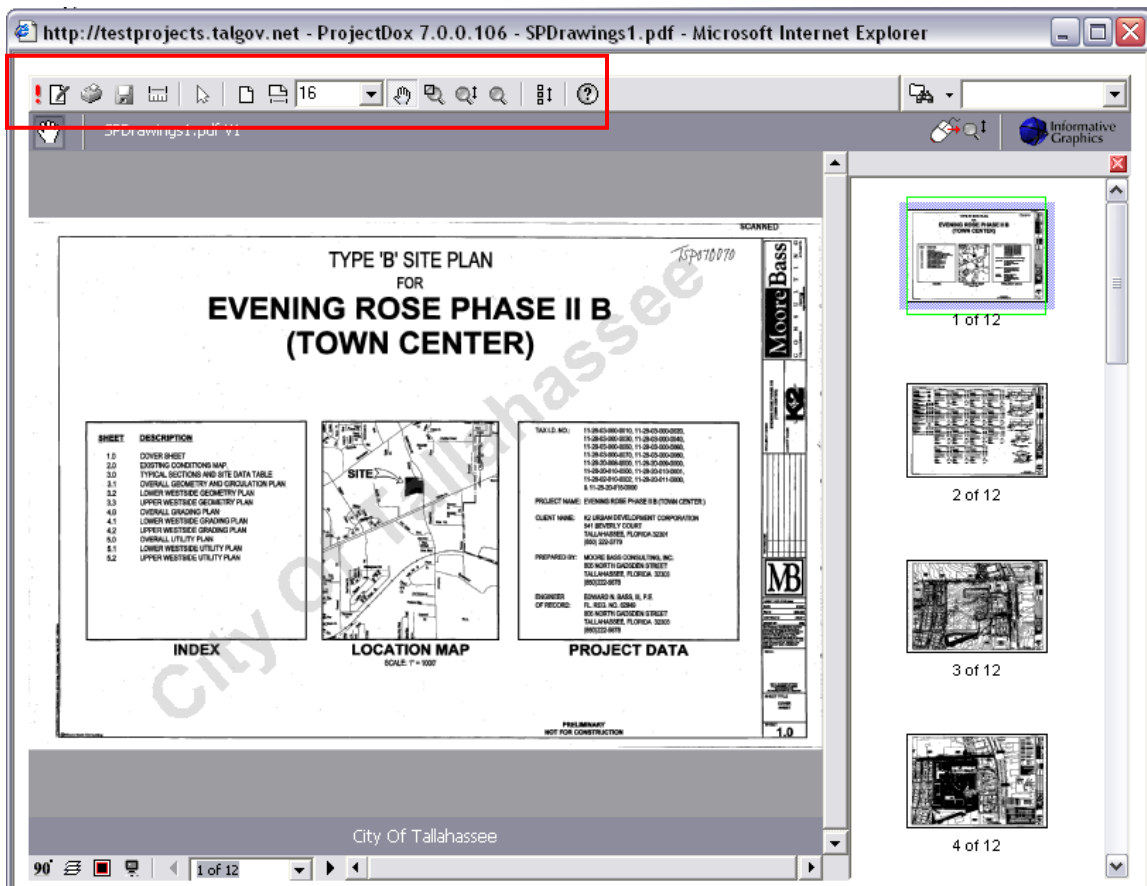
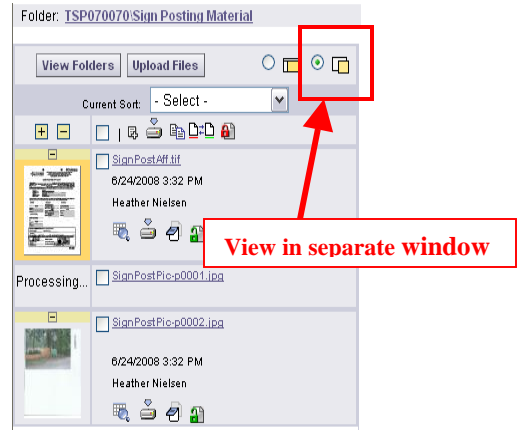
A photograph of the City Hall building in Tallahassee, Florida. The building is a multi-story structure with a mix of brick and large glass windows. In the foreground, there is a well-maintained garden area with various green plants and small purple and pink flowers. A green park bench with black metal armrests is positioned on a brick-paved path. The sky is bright and there are trees framing the building.

City of Tallahassee City Projects Records Retrieval Guide


If you have questions regarding your request or City Projects please contact
Records Management at GrowthMGT.RecordManagement@talgov.com

Viewing Files:


- To view files in City Projects, select the option to view in a separate window and then select the file from the folder.
- Notice the tool bar options located at the top of the new window.
- You are given the tools to:
 - Print
 - Save
 - Measuring Tool
 - Pan
 - Zoom
 - Thumbnail View (pictured below)



Printing:

- ❑ Print by locating the Print icon  in the toolbar at the top of the page.
- ❑ You are given the following Print Options:
 - Print
 - Print Region
- ❑ **Print** gives you the basic print options, including:
 - Page Range
 - Number of Copies
 - Various Scaling Features
 - Also has a Print preview, which shows you both the outside lines of the scaled document & the printable area.
- ❑ **Print Region** gives you the option to zoom in on a document, highlight an area that you wish to print and then once the area has been selected, it automatically launches the print options.

Downloading a Document:

- ❑ To download a document from City Projects select the  icon next to the document you wish to download.
- ❑ You are given the option to “Open” or “Save”.
- ❑ When you select “Open” the document will open in a window outside of City Projects, you may decide to save the document at anytime.
- ❑ When you select “Save” you will be prompted to name a storage location for this document. Once the document has downloaded it will ask you if you would like to open the file, or close.