

Working with AVM-2000 EDS Files in Adobe® Acrobat®

The information below explains how to use some of the basic Adobe® Acrobat® functions for creating and modifying AVM-2000 EDS files. Please note that instructions may vary for different versions of Adobe® Acrobat®. Users are responsible for learning how to use their version of Adobe® Acrobat®.

- **Any type of paper documents or photographs may be scanned into a PDF file using a scanner.**

- 1) Click the EDS button on the correct record's form and select "2 Manage Documents".
- 2) Once Adobe Acrobat has opened, use the Document > Scan to PDF option to access your scanner software settings and begin the scanning process.

- **To reduce PDF file sizes if necessary, CTI would recommend:**

- 1) Reducing the resolution at which images are scanned into Adobe® Acrobat®;
- 2) Scanning images into an Image Editor, such as Photoshop®, etc. where images can be cropped and resized easily; making smaller file sizes. The images can then be inserted into the PDF document.

- **Any existing PDF files may easily be inserted into any existing PDF file.**

- 1) Click the EDS button on the correct record's form and select "2 Manage Documents".
- 2) Once Adobe Acrobat has opened, use the Document > Insert Pages option and select the PDF to Insert into this document.

- **Electronic Files such as Word Documents, Image Files, Excel Spreadsheets, etc. can be inserted into an existing PDF file. This gives you the flexibility to insert virtually ANY type of document stored on your computer into a PDF file.**

- 1) Click the EDS button on the correct record's form and select "2 Manage Documents".
- 2) Once Adobe Acrobat has opened, use the Document > Insert Pages option. If necessary, change the "Files of Type" to All Files
- 3) Choose the Word Document, image, etc. that you wish to insert into this PDF file. Adobe® Acrobat® will convert the file to PDF and insert it for you.

- **Web site files such as HTML may also be downloaded into any existing PDF file. You may download a single web page, or an entire web site. (NOTE: Be aware that this can greatly increase PDF file sizes)**

- 1) Click the EDS button on the correct record's form and select "2 Manage Documents".
- 2) Once Adobe Acrobat has opened, use the Advanced > Web Capture > Create / Append Web Page option.
- 3) Type or copy the correct web site address into the URL field. Click the Create button.

- **Files may also be "attached" to PDFs**

- 1) Click the EDS button on the correct record's form and select "2 Manage Documents".
- 2) Once Adobe Acrobat has opened, use the Document > Attach a File option. If necessary, change the "Files of Type" to All Files.
- 3) Choose the file that you wish to "attach" to this PDF.

- Users may repeat any of the instructions listed above as necessary to continue adding new pages / files / images to existing EDS PDF files.

- Users should be aware of any copyright / ownership rules / laws preventing or allowing the copying of certain images, documents, files, etc. TangoWare will not be responsible for improper use of the EDS system.

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