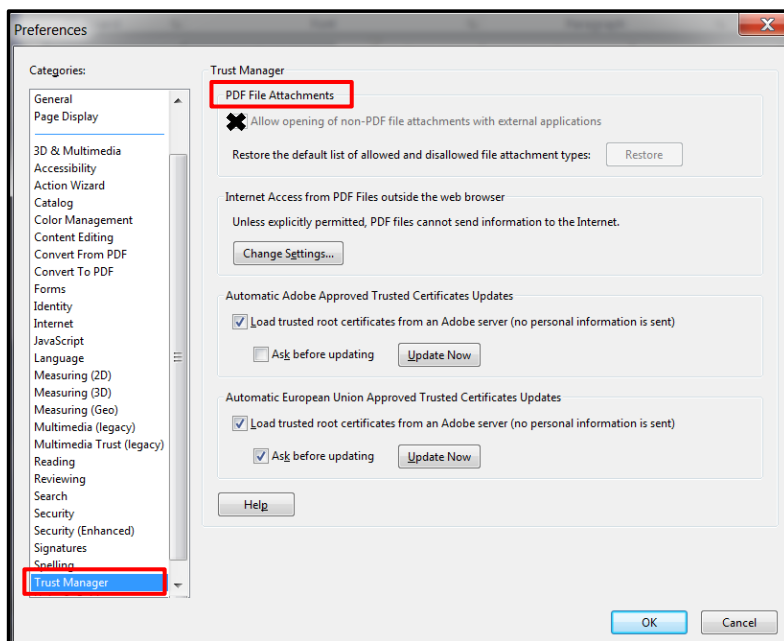


Opening non-PDF documents embedded in a PDF file

To view an application's attachment(s) created during the Conduct a Review event task, the user must modify the Adobe settings. Without completing the following steps the user will be unable to view non-PDF files (Word, Excel, etc.) that have been saved into a PDF file. There may be slight variations for the individual steps, depending upon whether the user has Adobe XI Pro or Adobe XI Reader.

1. From the Main Menu bar, click the **Edit** option.
2. From the dropdown menu, click the **Preferences** option.
3. From the menu on the left-hand side of the screen, select **Trust Manager**.
4. On the right-hand side of the screen, mark the checkbox beneath the **PDF File Attachments** header. If this option is greyed out, check with your IT department for assistance with enabling the checkbox or using their administrative rights on your behalf.



5. Click the **OK** button at the bottom of the screen.
6. With the settings modified, as indicated in steps 1-5, the user will be able to successfully open non-PDF files that are embedded within a PDF file.