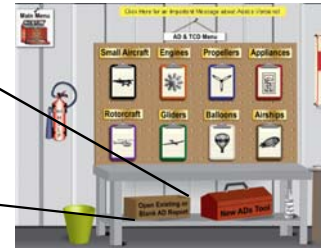


Opening Previously Saved AD Compliance Report Files

There are two typical methods available to open previously saved AD Compliance Report Files.
 “Previously Saved” could mean from **one minute**, **one month** or a **few years** ago.

Method One

Clicking the Brown Box on the work bench shelf will open a blank/empty file of the AD Compliance Report Tool, that has a gray button labeled:



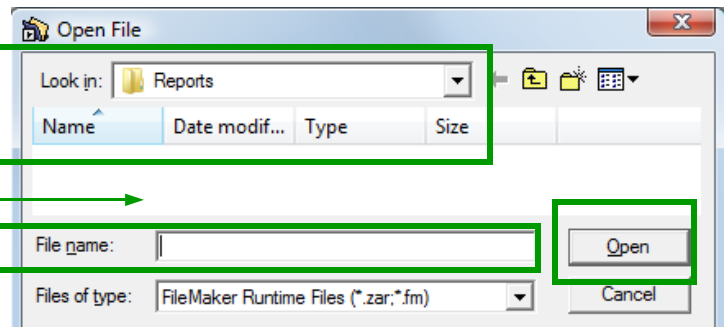
“Open the File You Just Saved”.

2. **Open the File You Just Saved ...**

The “Open the File You Just Saved” button is also available in **ALL** AD Compliance Report files. This means from within any AD Report file, you can open any previously saved AD Report file.

The “Open File” window that appears is used to locate previously saved AD Report files.

The “**Look In**” section is used to go navigate to the folder on your computer hard-drive that contains the file you want to open.



Scroll through all files (that will appear in this space) to locate the file you want, and click on it to make the file name appear here.

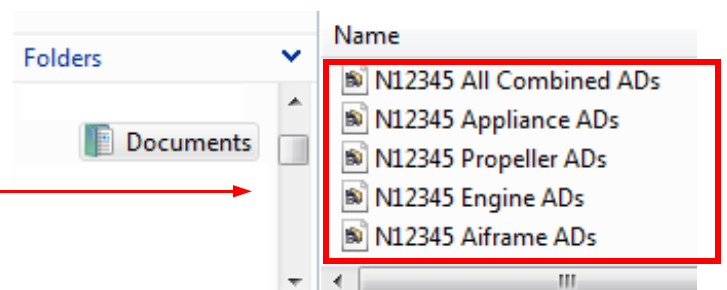
After the correct file name is located and showing in the “**File Name**” field, click the “**Open**” button to the far right.

Method Two (Recommended)

You can open previously saved AD Reports using standard Microsoft Windows procedures.

Just go to the folder containing your previously saved AD Report file(s) and double-click to open.

The AD Toolbox DVD disc does not even need to be in your computer for this method to work!



Toolbox Tips and Instructional Videos are available on the DVD disc in the “**Support Center & General Help**” drawer, and on our website (zookaviation.com) by clicking on the “Support” tab.



For further assistance, contact us any time by calling (803) 696-1041 or by email at help@zookaviation.com.

