

## How the A.D. Toolbox and Adobe Work Together

**Adobe Acrobat** is **REQUIRED** in order to save PDF forms, such as your FAA Forms (337, Weight & Balance) as well as your AD Forms. You **DO NOT** need to have Adobe Acrobat installed on your computer to save your AD REPORTS created using the Interactive A.D. Compliance Report Tool (the IADCRT).



	Adobe Reader	Adobe Acrobat
Navigate the A.D. Toolbox	X	X
View PDF Files	X	X
Fill-Out Forms	X	X
Save Forms		X
Re-Open and Edit Forms		X

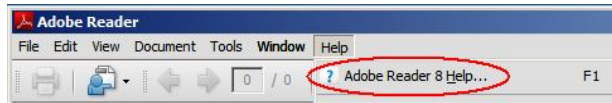
### Q. What's the difference between Adobe READER and Adobe ACROBAT?

**Adobe READER** allows you to navigate the A.D. Toolbox, view PDF files and fill-out forms (337, Weight & Balance, AD Forms, etc.). **READER** is a **FREE** program downloaded off the Internet.

**Adobe ACROBAT** gives you the same abilities as Reader and **more**. You also have the ability to **save**, **re-open** and **edit** your forms.

### Q. What if I already have Adobe installed on my computer?

Ask yourself "Do I have **Adobe READER** or **Adobe ACROBAT** installed? And what Version is it?" Start by opening your Adobe program and looking at the Blue Header Bar across the top of your screen. You can also use the Help Menu to determine which version you are using.



#### If you have READER...

##### Version 8.0 READER or Newer

Feel free to leave it on your computer.

You still need to **INSTALL THE ADOBE ACROBAT 6.0 provided** to save and edit forms. NOTE: During installation, it may ask you which program to use as a default for PDF files (READER vs. ACROBAT). Make sure to select Adobe ACROBAT even if your READER is a newer version.

##### Version 7.0 READER or Older

Remove it from your computer and

##### INSTALL THE ADOBE ACROBAT 6.0 provided.

Go to the **Start Menu -> Settings -> Control Panel**.  
Select **Add or Remove Programs**.

#### If you have ACROBAT...

##### Version 5.0 ACROBAT or Older

Remove it from your computer and

##### INSTALL THE ADOBE ACROBAT 6.0 provided.

Go to the **Start Menu -> Settings -> Control Panel**.  
Select **Add or Remove Programs**.

### Q. The A.D. Toolbox opens in Adobe READER, even though I have Adobe ACROBAT installed on my computer, therefore I can't save my forms!

Lets create a file association so that all PDF files open by default in **Adobe ACROBAT**. To do so:

- 1) Double-Click **My Computer**.
- 2) Click on the **Tools Menu** once and choose **Folder Options** from the drop-down menu.
- 3) Click the tab labeled **File Types** once.
- 4) Click once anywhere in the Registered file types box and hit P on your keyboard. Scroll down until you locate PDF and click on it once.
- 5) In the Details for 'PDF' extension area, click on the **Change...** button.
- 6) From within the Open With window, select **Adobe ACROBAT 6.0** from the list of Recommended Programs. **Check the box** "Always use the selected program to open this kind of file".
- 7) Click **OK** on the Open With window. Click **OK** on the Folder Options window.

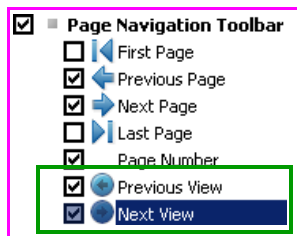
### Q: I'm getting an error message saying "this file may contain newer information than this viewer can support..."; what should I do?

Feel free to disregard this message; the program will run absolutely fine. However, if you ever wish to upgrade to 8.0 please contact us for discounted Acrobat 8.0 prices.



### Q: How do I navigate the program using Adobe?

For **all versions** of Adobe you can use the keyboard combination of **"Alt" + "Left Arrow"** to return to the previous view. For instance, if you are looking at an AD Summary List and click on an AD, you would use **"Alt" + "Left Arrow"** to return to the AD Summary List.



**Adobe ACROBAT 6.0 and 7.0** users will have **Preview and Next View arrows** located at the bottom of their Adobe screen (next to the page numbers).

**Adobe READER & ACROBAT 8.0** users will need to customize their toolbar:

- 1) Go to the **Tools** Menu at the top of your screen and select **"Customize Toolbars"**.
- 2) Scroll down to the section titled **"Page Navigation Toolbar"**.
- 3) Place checkmarks next to **"Previous View"** and **"Next View"** arrows.

