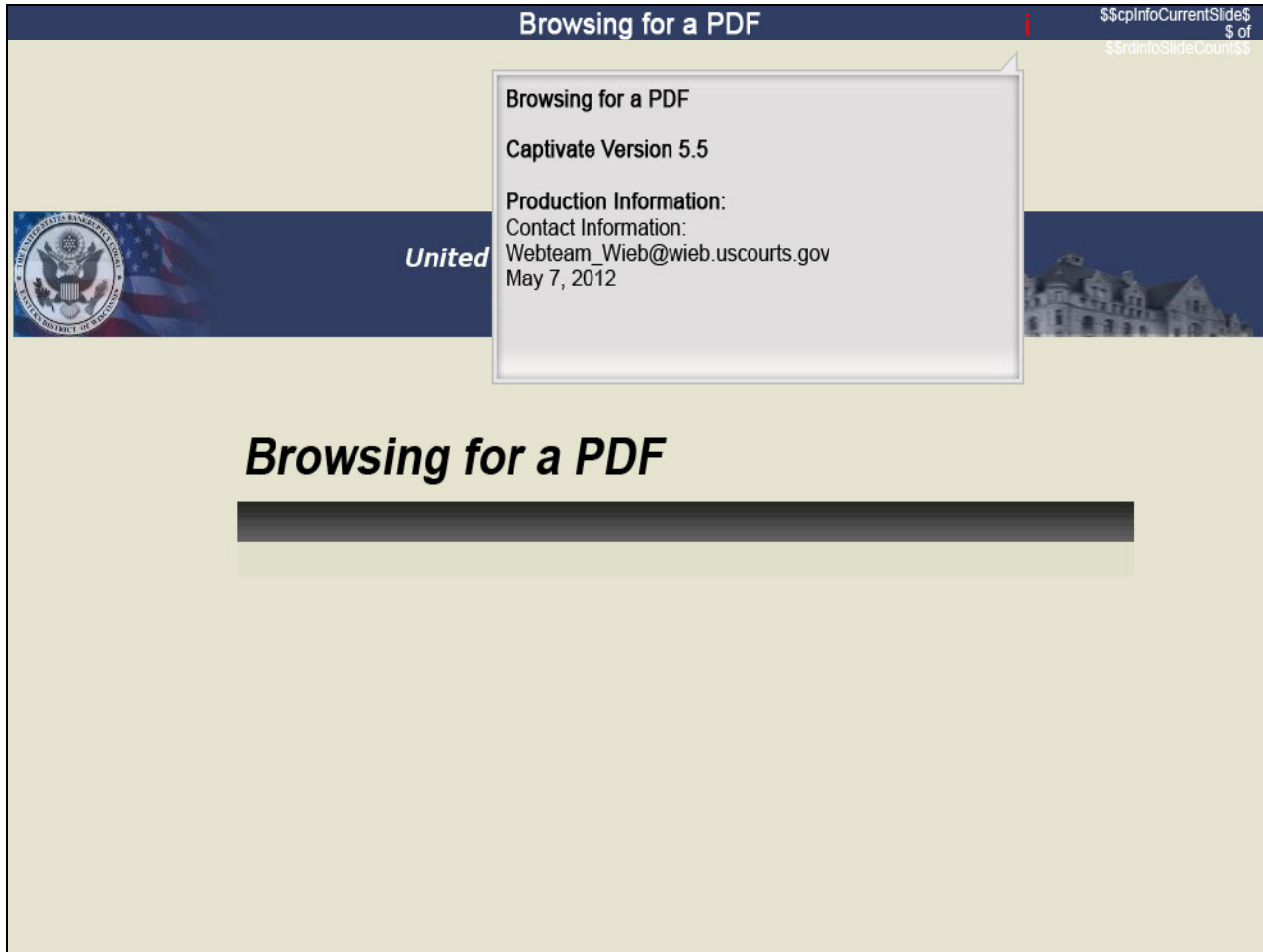


Slide 1 - Welcome



Slide notes

This will be a short demonstration of techniques you can follow when browsing for PDF's (with or without an attachment) in CM/ECF.


**Slide 2 - Navigation Instructions**

(←Table of Contents)

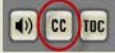
### *Navigation Instructions*

Press **F11** to view this lesson in full screen.


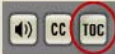
You can **Fast Forward** or **Rewind** the lesson by using the Navigation bar at the bottom of the screen. You can **Pause** the lesson by pressing the **Play** button.




You may turn **Closed Captioning** on and off by clicking the **CC** button in the lower right area of the screen in the Navigation bar.




This module also has a **Table of Contents**, or **TOC**, to jump to different sections of the lesson. You can open and close it with either:

- the arrow in the top left corner of the screen, 
- or the **TOC** button in the Navigation bar. 

Roll your mouse pointer over the “i” located in the upper right area of the screen for information about this module. 

Click **START** when you are ready to begin.

**Slide notes**

Here are the navigation instructions for this lesson. Click **START** when you are ready to begin.



**Slide 3 - Objectives**

***Objectives***

When you complete this tutorial, you will be able to:

- browse for a PDF (with or without an attachment)

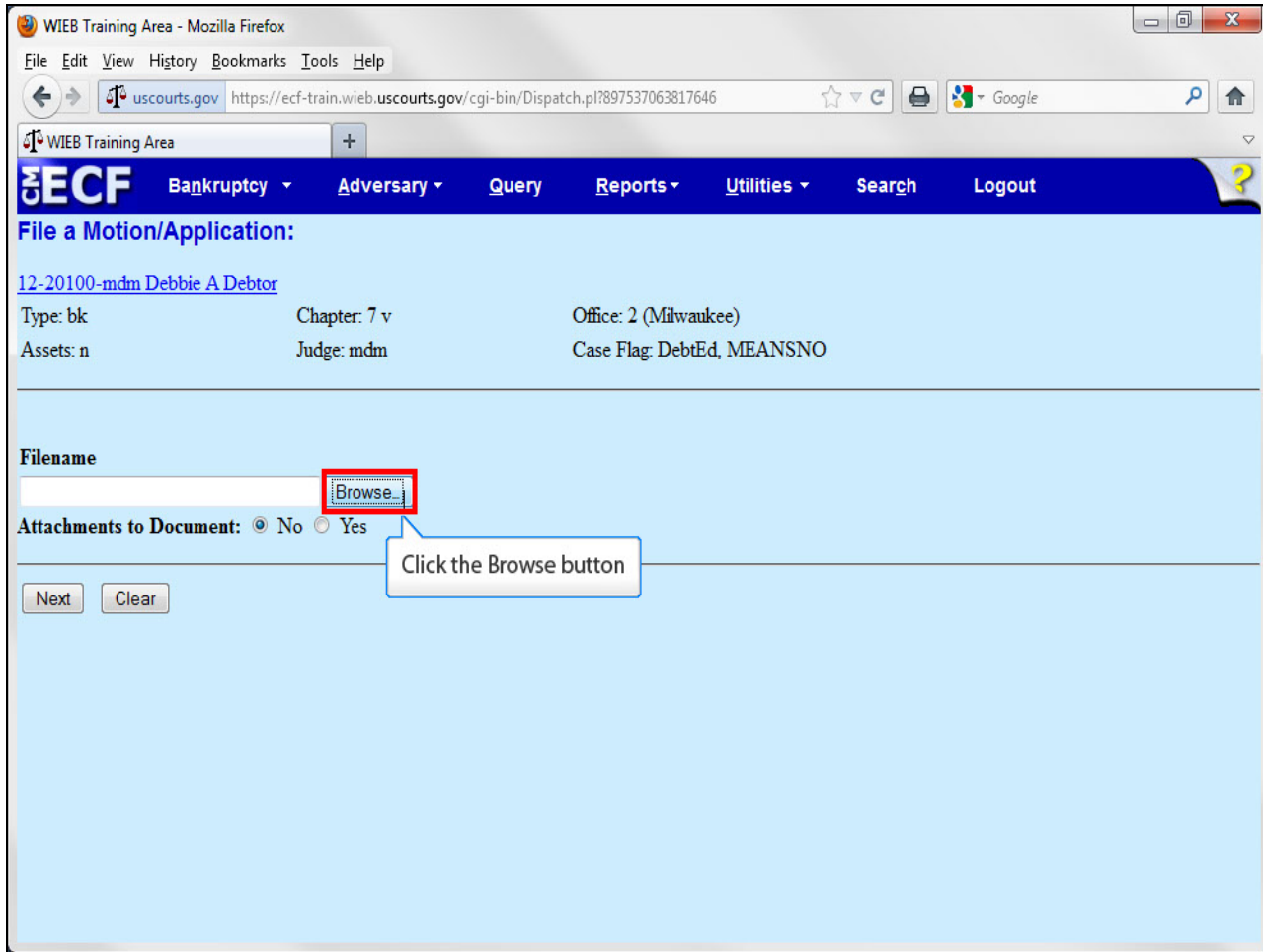
Click **CONTINUE**.

**Slide notes**

When you complete this tutorial, you will be able to browse for a PDF (with or without an attachment). Click **CONTINUE**.

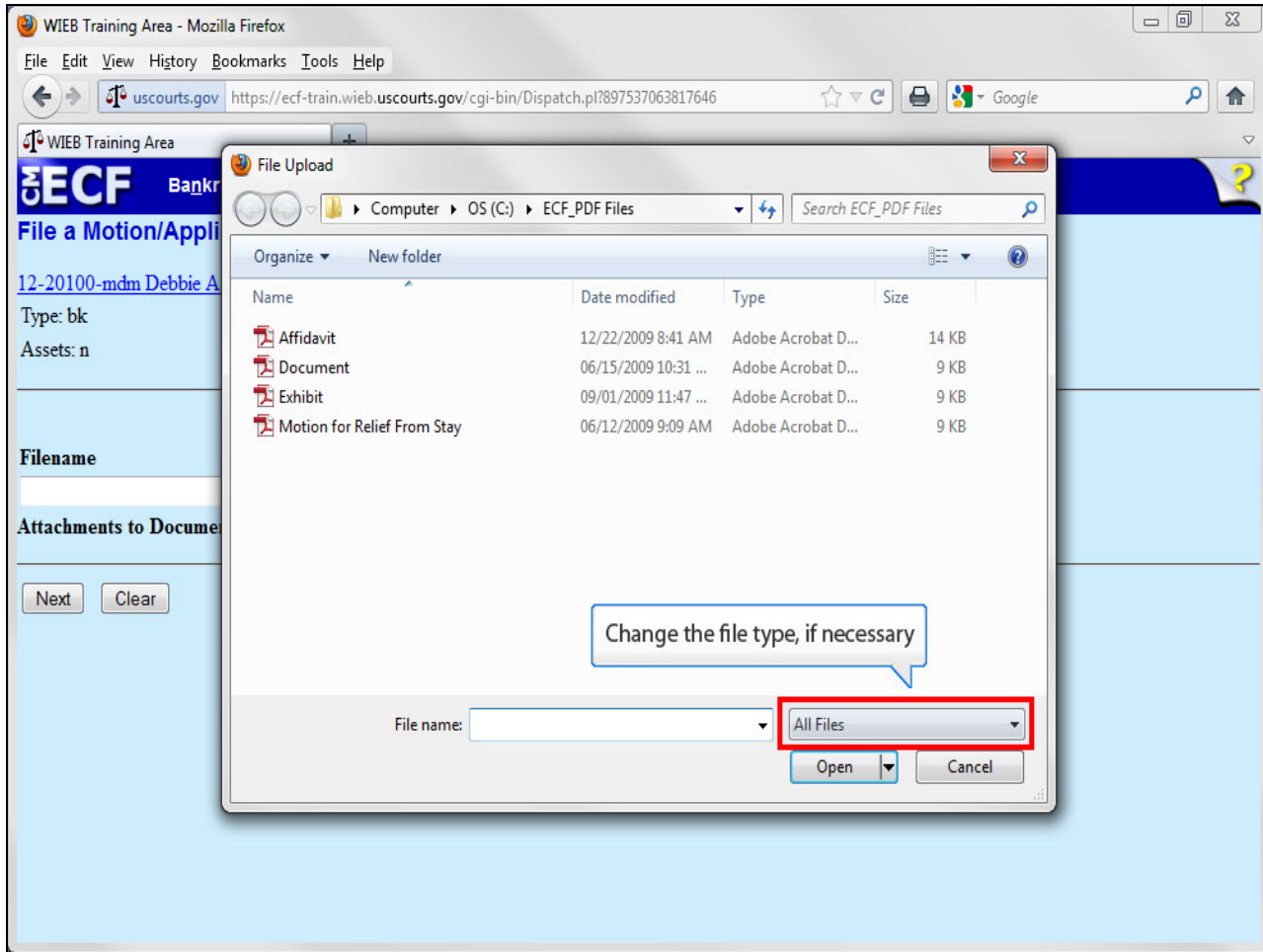
Slide 4 - Slide 4



Slide notes

You are now at the point where you need to attach your PDF to the filing in CM/ECF. Click on the Browse button to search your network and select from those files.

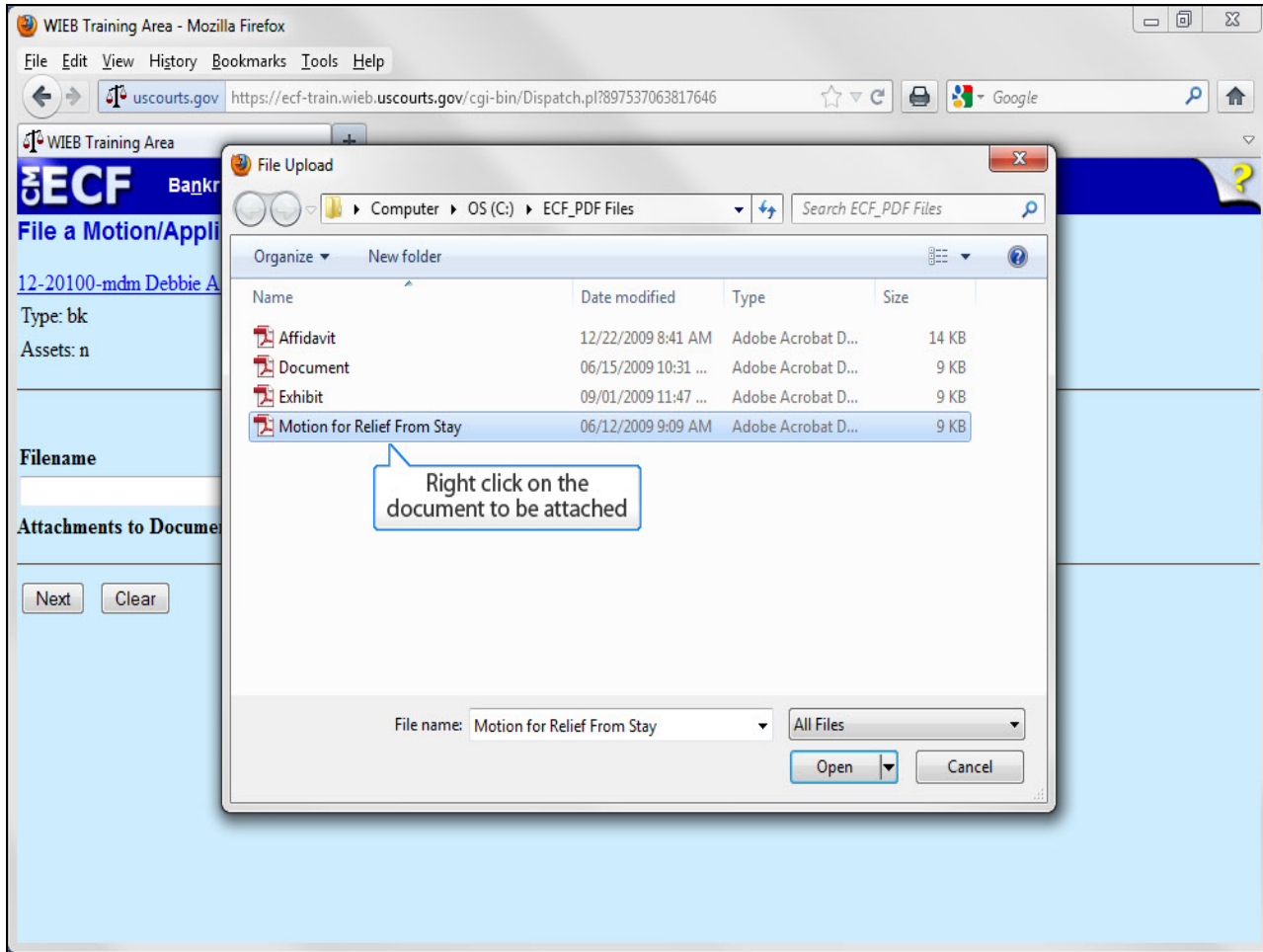
Slide 5 - Slide 5



Slide notes

Remember to change the file type to All Files if you browsed to a directory, but do not see your PDF files.

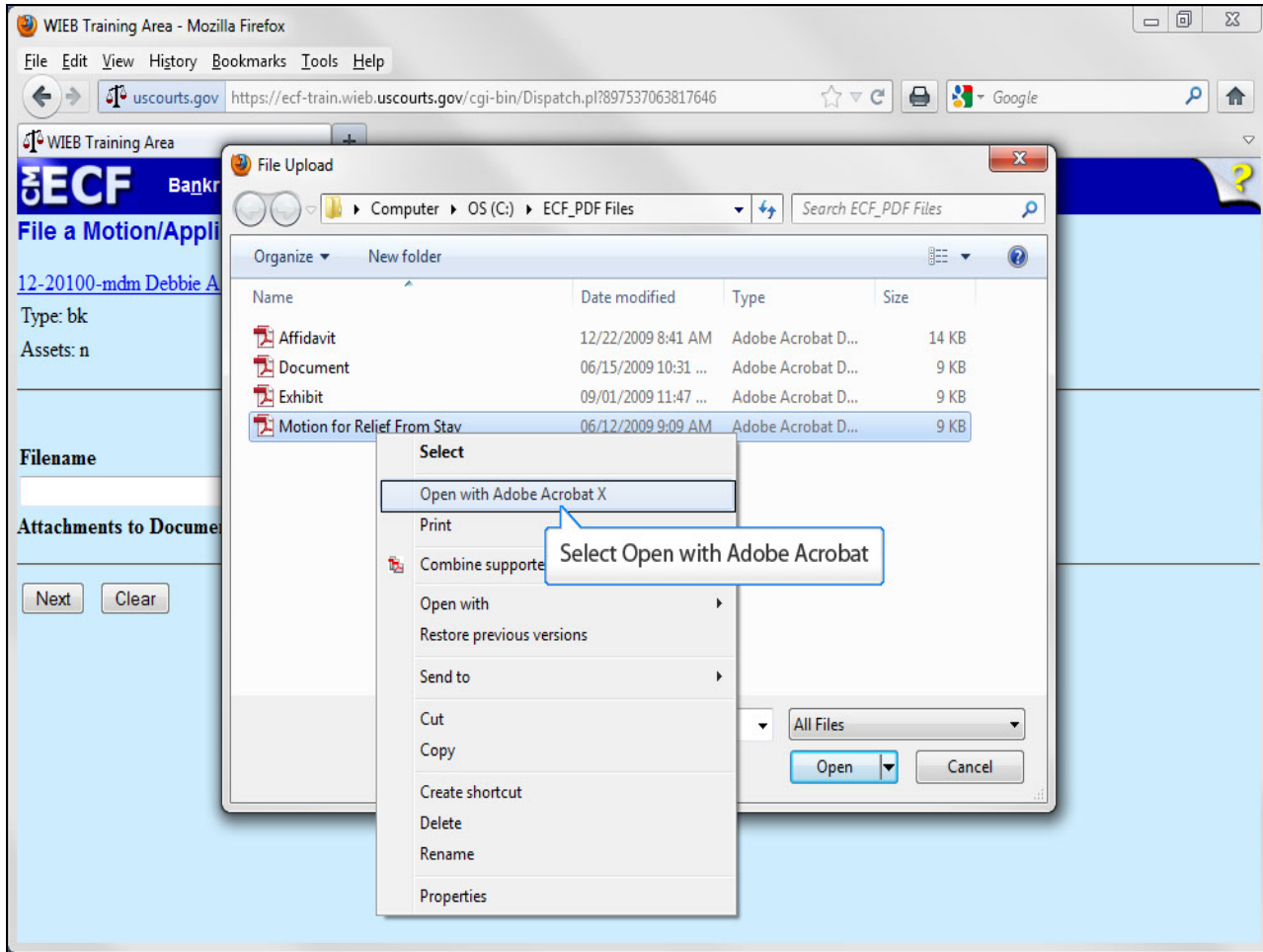
Slide 6 - Slide 6



Slide notes

To make certain that you are associating the correct PDF file for this entry, right-click on the file name with your mouse.

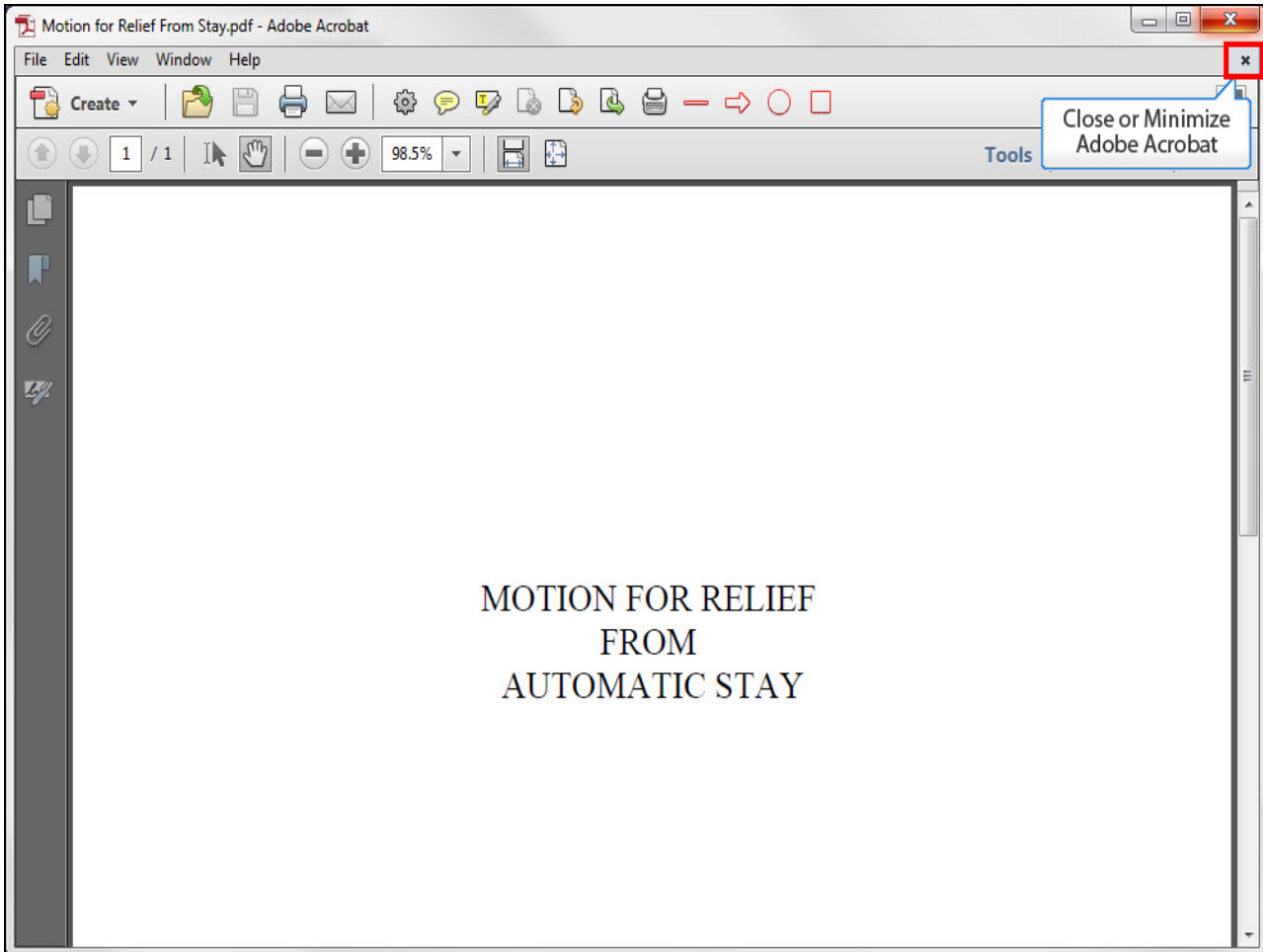
Slide 7 - Slide 7



Slide notes

Select Open. This will launch Adobe Acrobat to display the contents of the PDF document.

Slide 8 - Slide 8

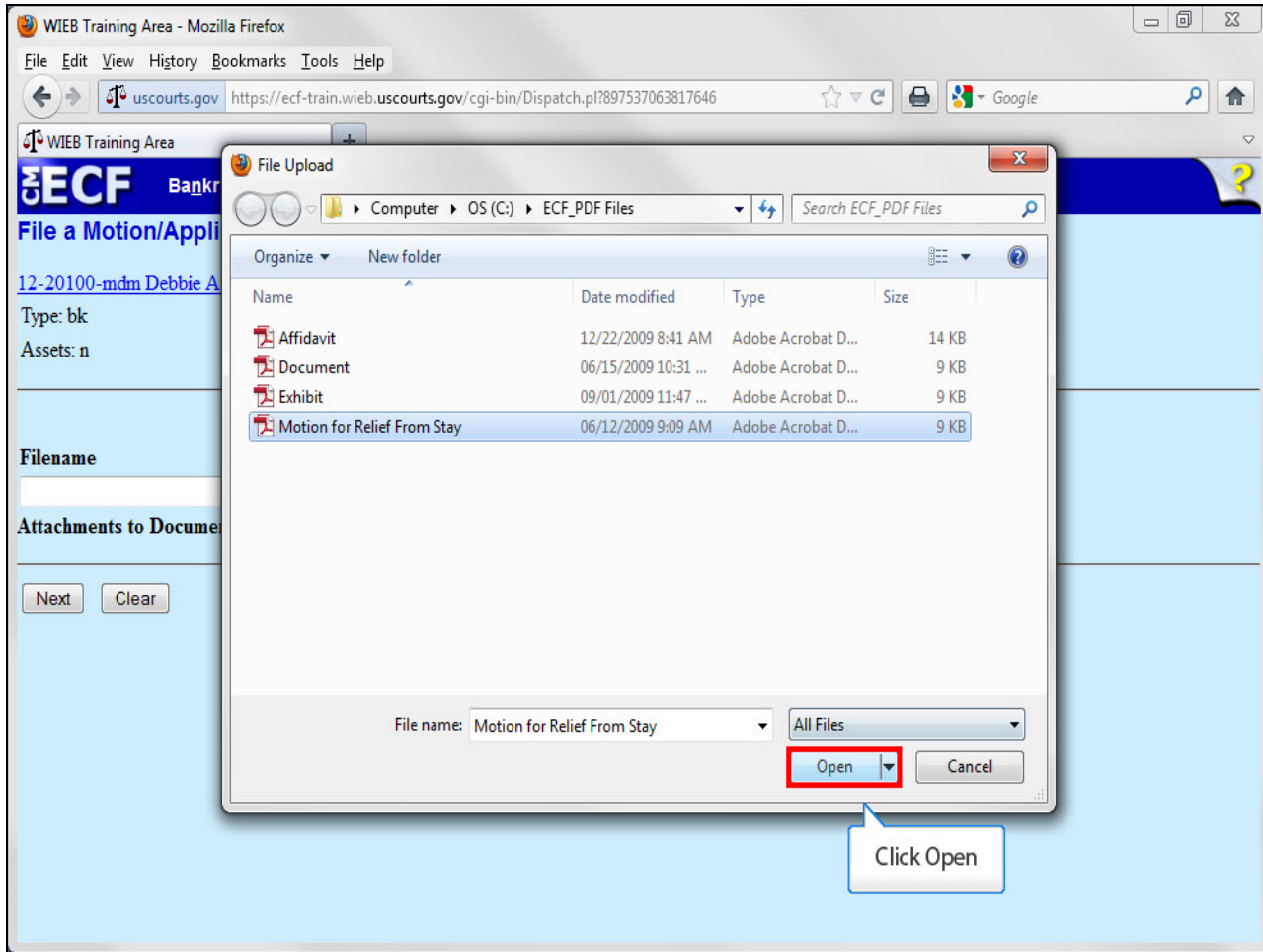


Slide notes

Verify that the document is correct. Then close or minimize the Adobe application.



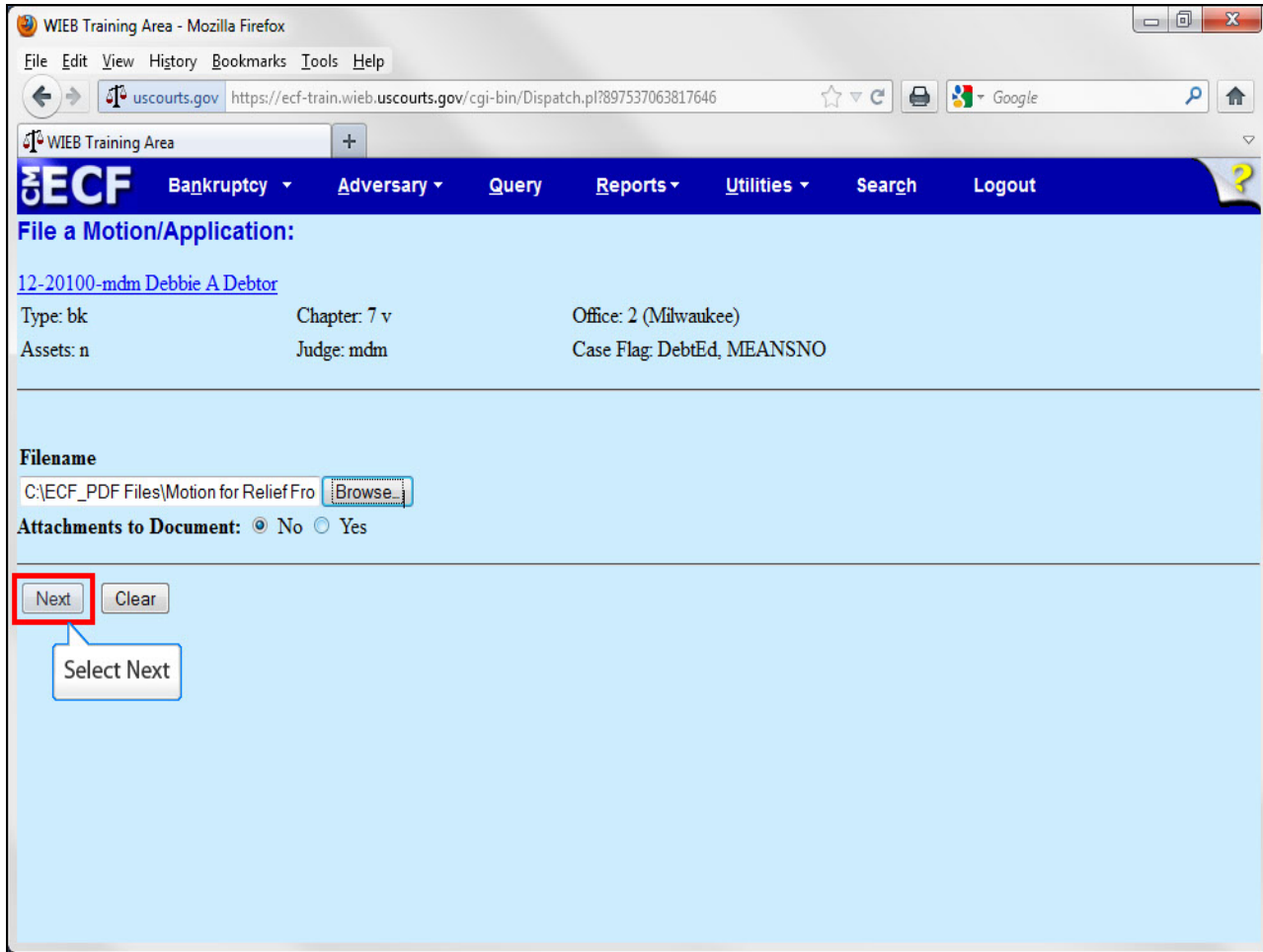
Slide 9 - Slide 9



Slide notes

Since you verified this is the correct PDF file, click Open.

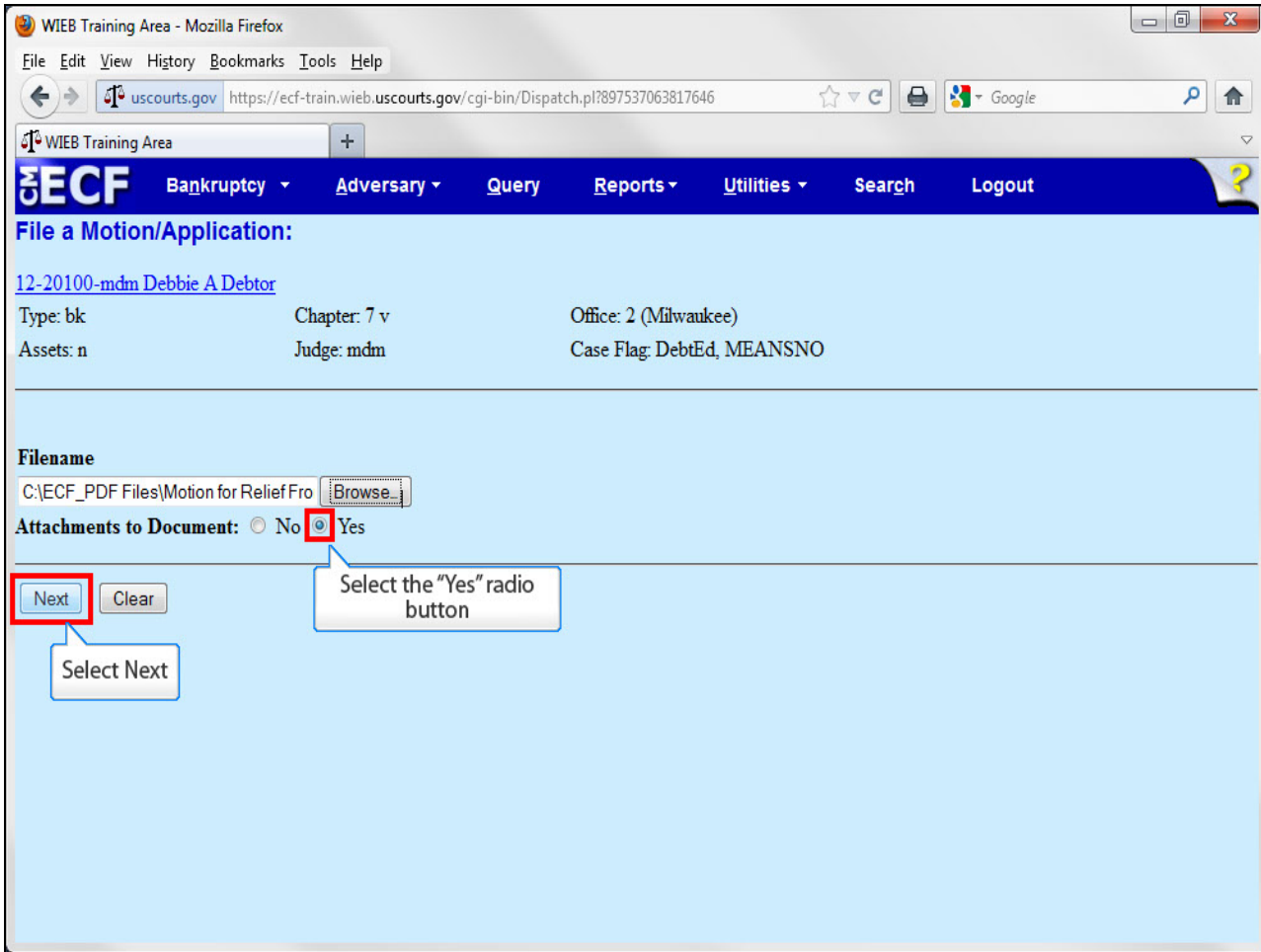
Slide 10 - Slide 10



Slide notes

If you have no attachments, click the Next button and continue with your filing.

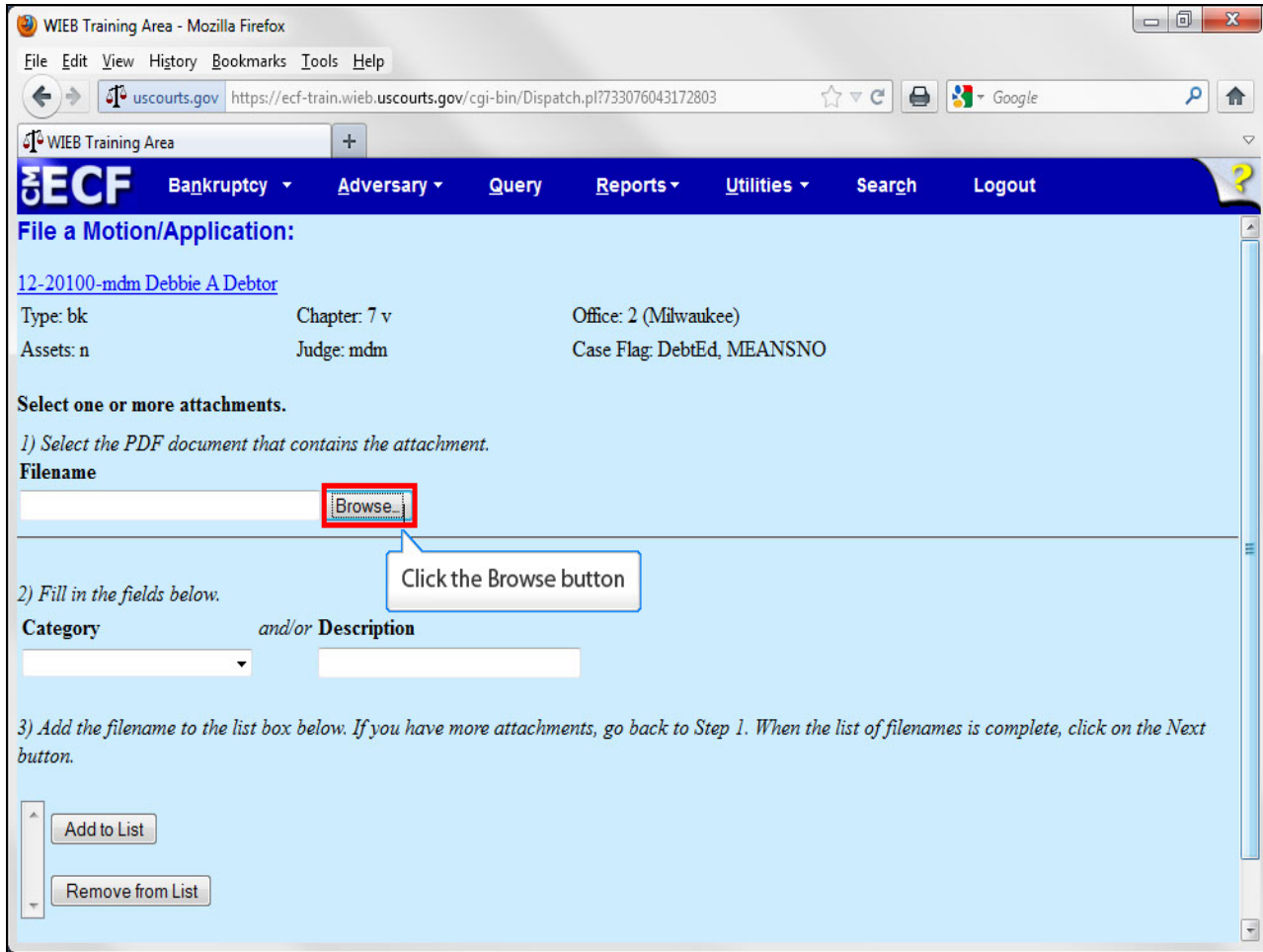
Slide 11 - Slide 11



Slide notes

However, assuming for this demonstration that you do have an attachment to the main document you just browsed out for, mark the Yes radio button and then click Next.

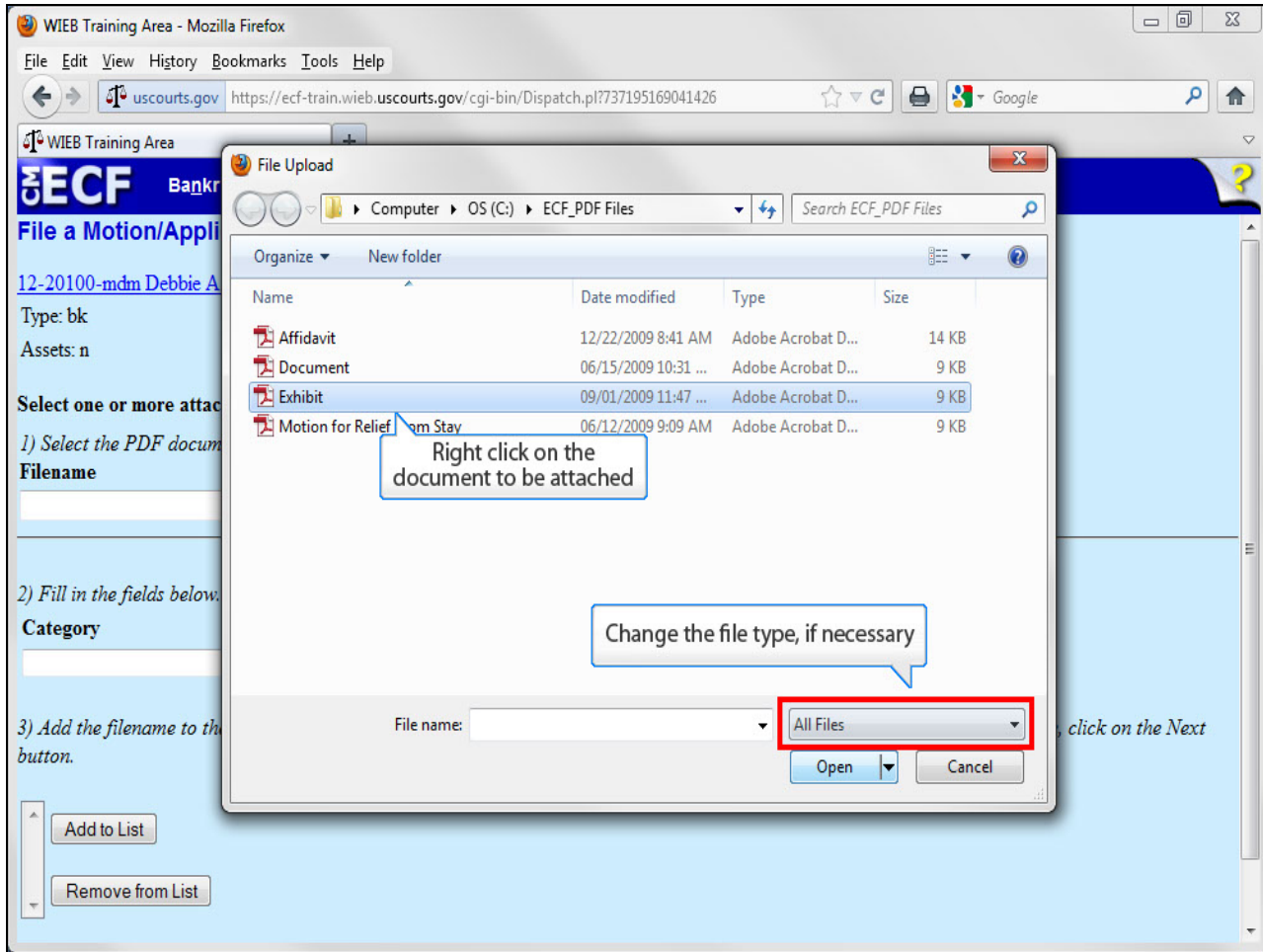
Slide 12 - Slide 12



Slide notes

Click on the Browse button to search your network and select from those files.

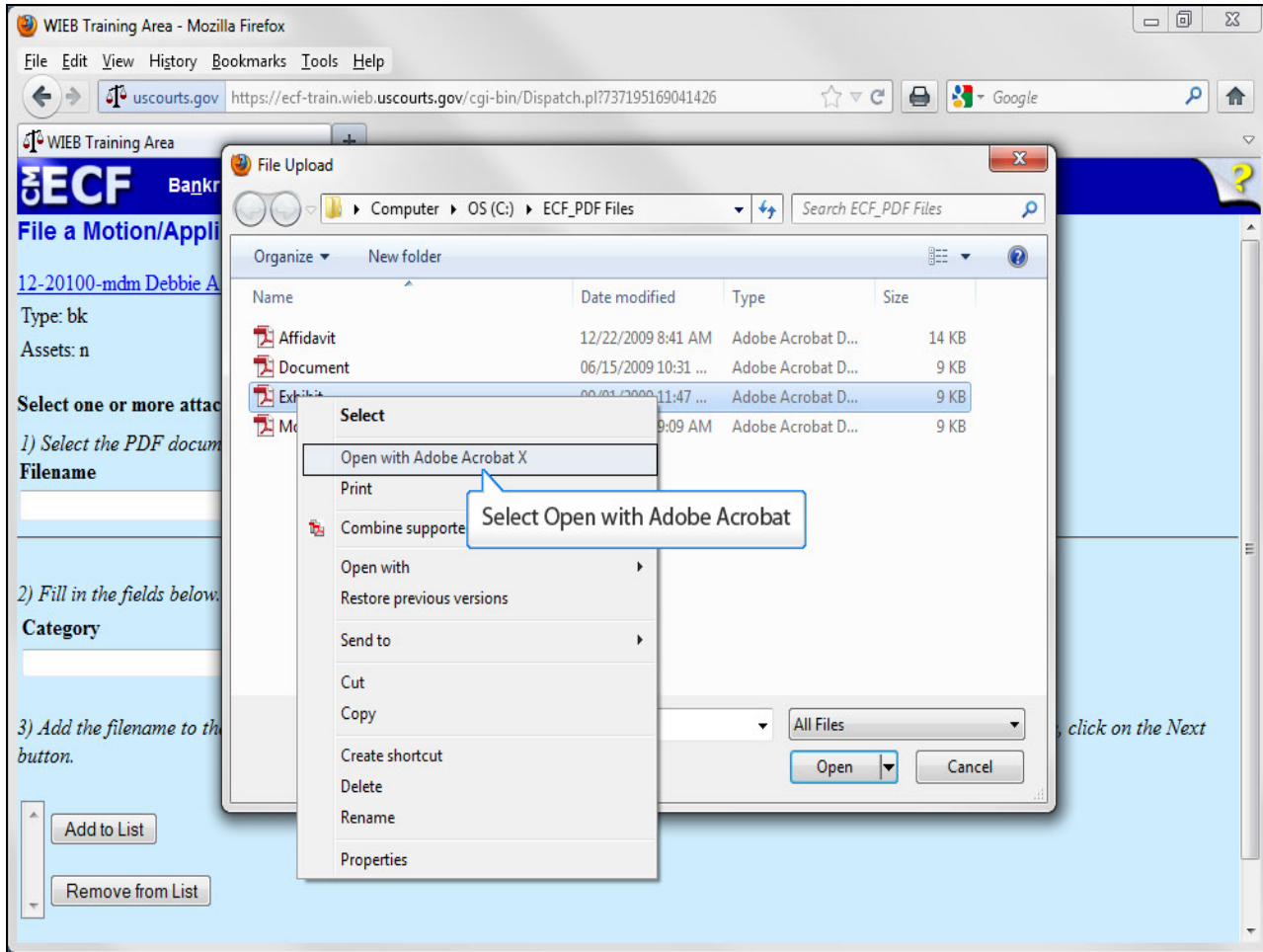
Slide 13 - Slide 13



Slide notes

To make certain that you are associating the correct PDF file for this entry, right-click on the file name with your mouse. Remember to change the file type to All Files if you do not see your PDF files.

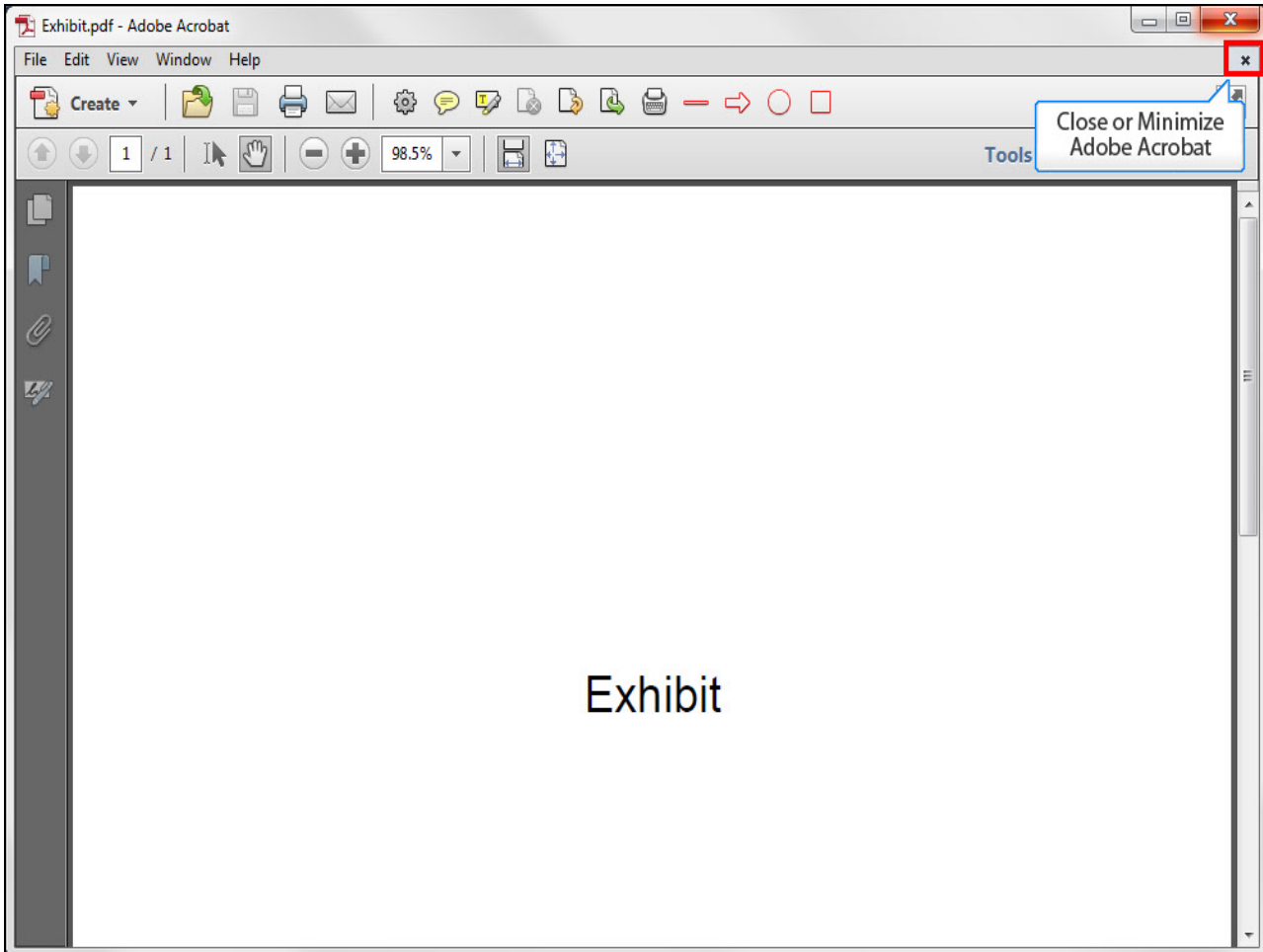
Slide 14 - Slide 14



Slide notes

Select Open. This will launch Adobe Acrobat to display the contents of the PDF document.

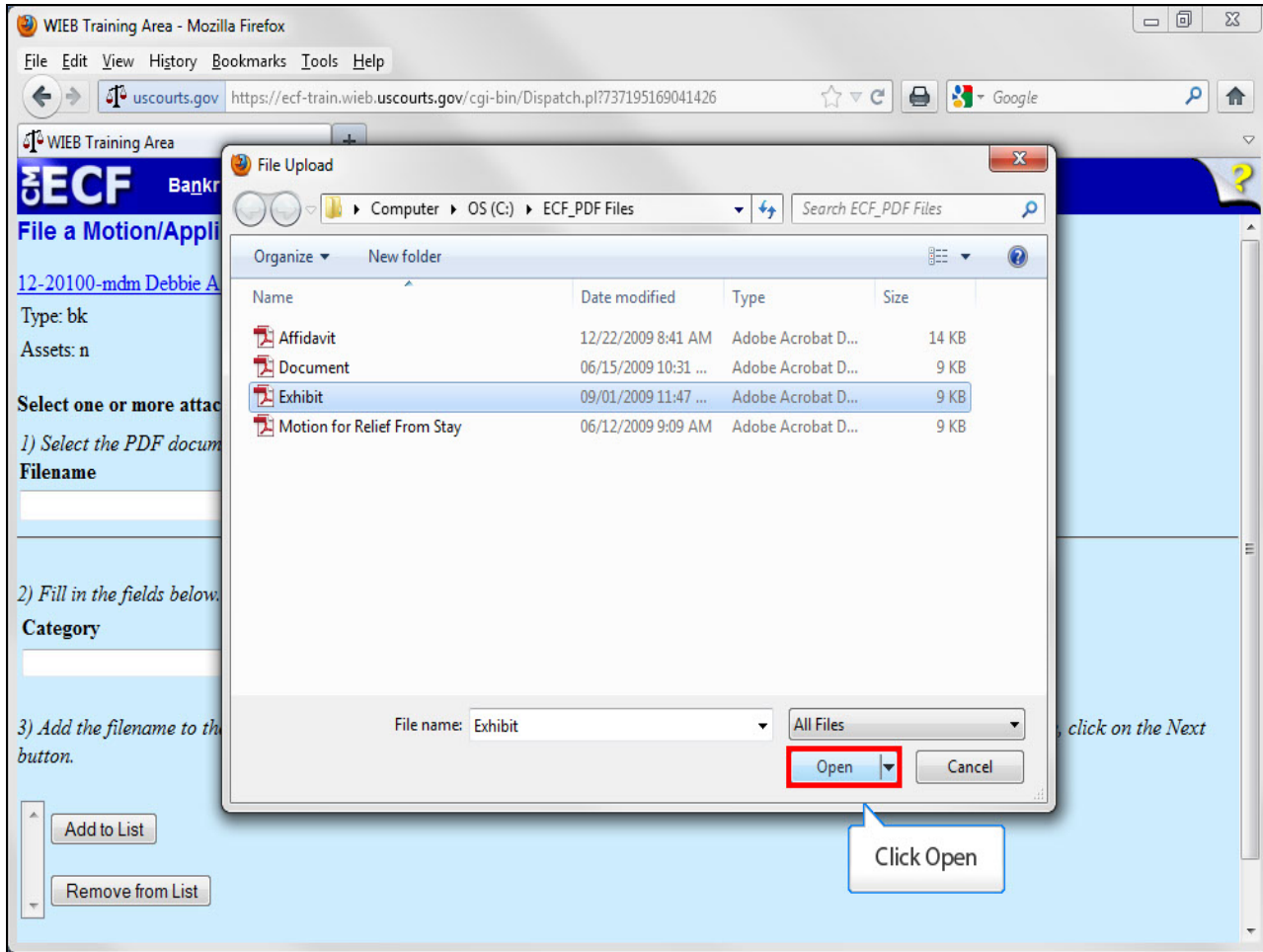
Slide 15 - Slide 15



Slide notes

The PDF document opens in acrobat. Verify that the document is correct. Then close or minimize the Adobe application.

Slide 16 - Slide 16

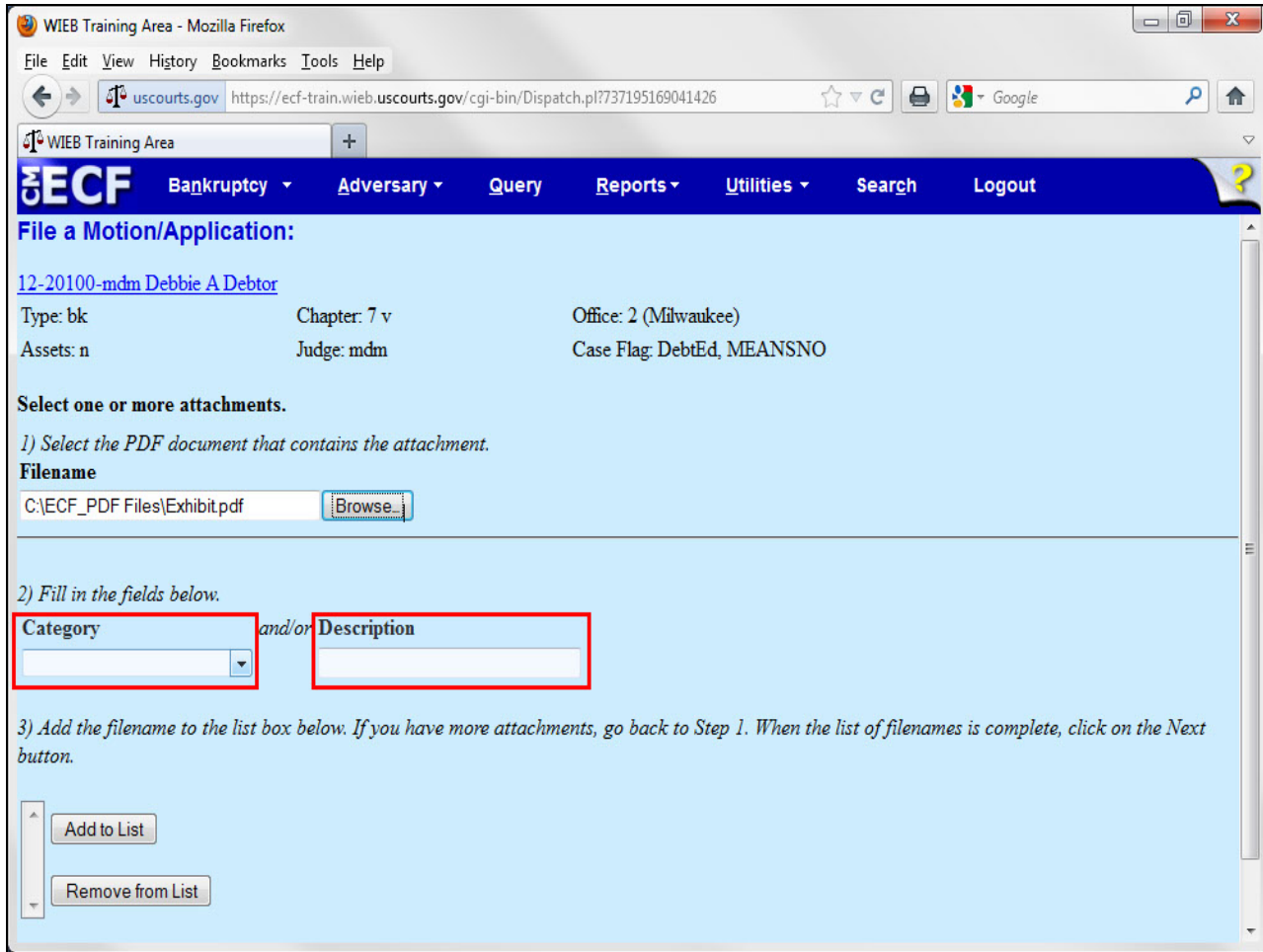


Slide notes

Since you verified this is the correct PDF file, click Open.



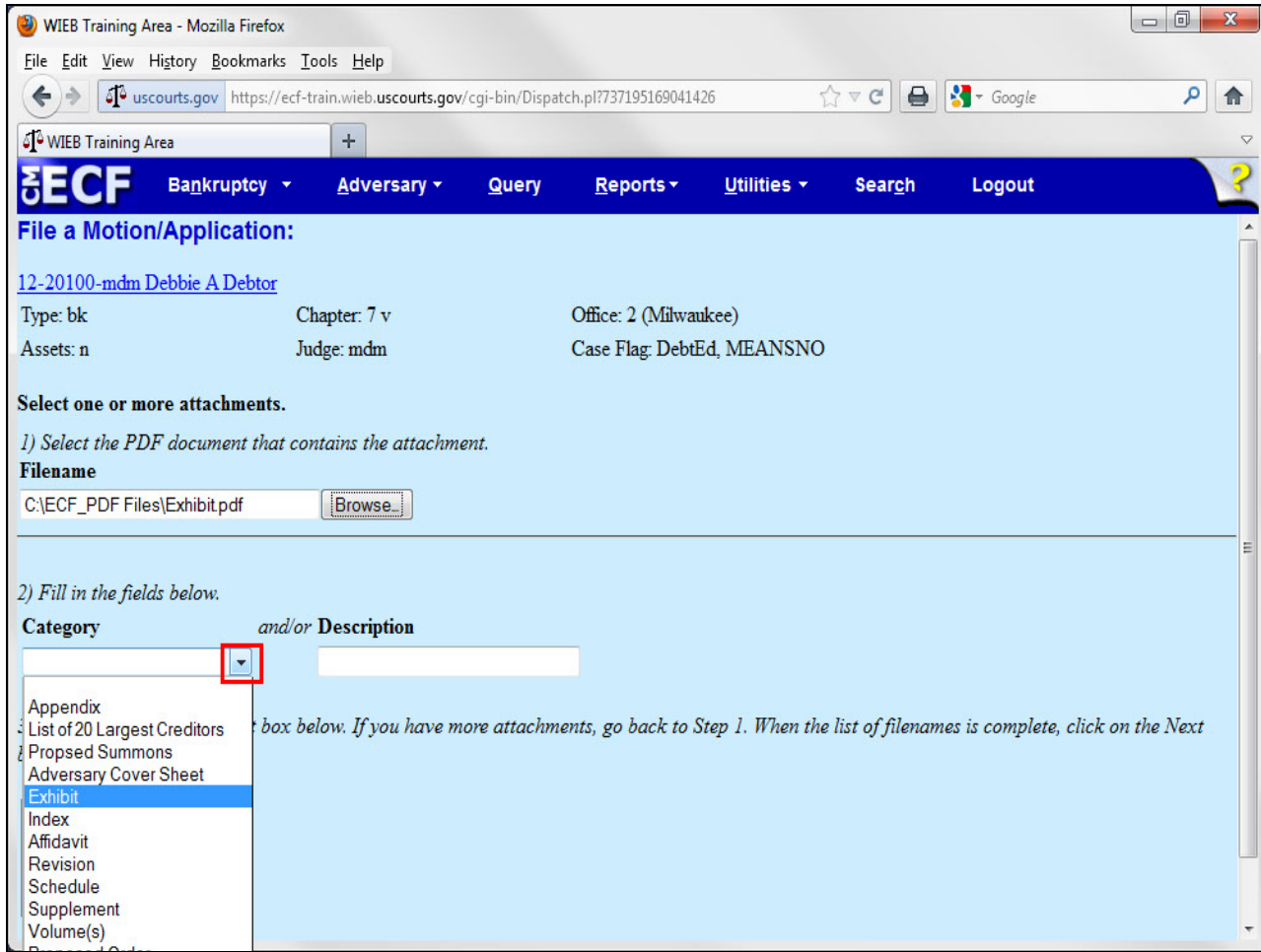
Slide 17 - Slide 17



Slide notes

Next, select either a category type or enter a description.

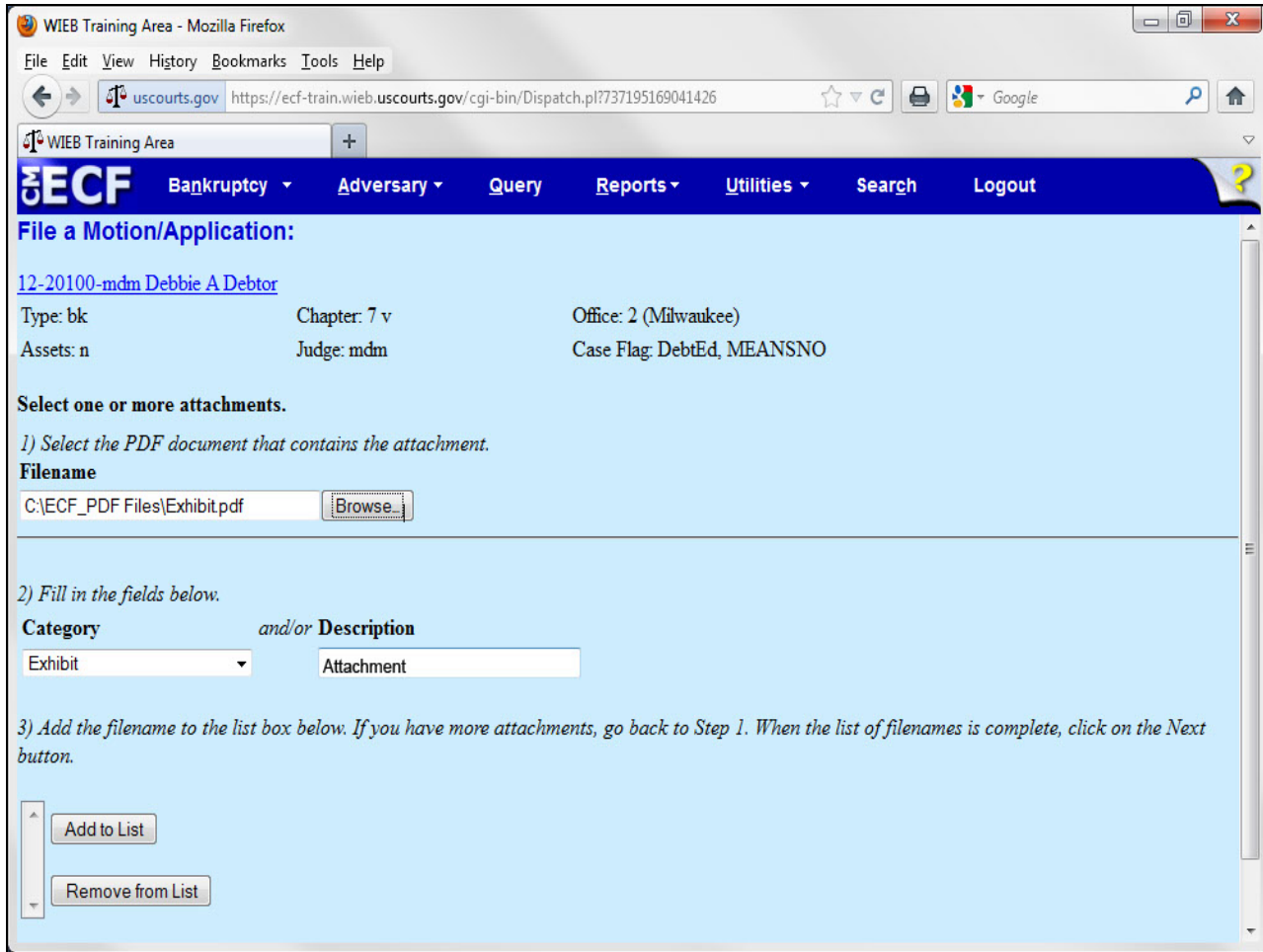
Slide 18 - Slide 18



Slide notes

If you press the down arrow to the right of the Category box, you see a list of available category types. Select the one you want by highlighting it.

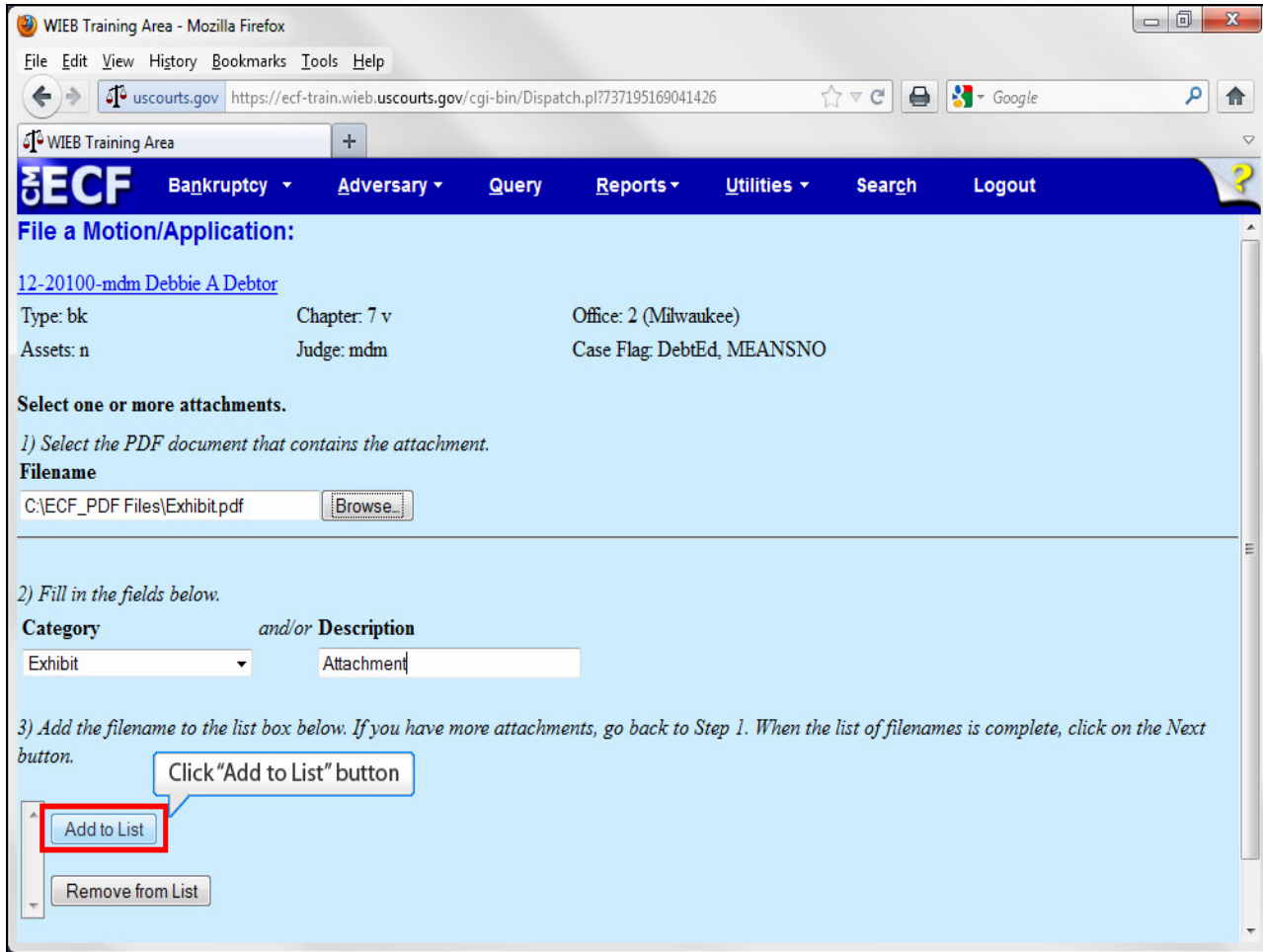
Slide 19 - Slide 19



Slide notes

Or click in the Description text box and type a description of your attachment.

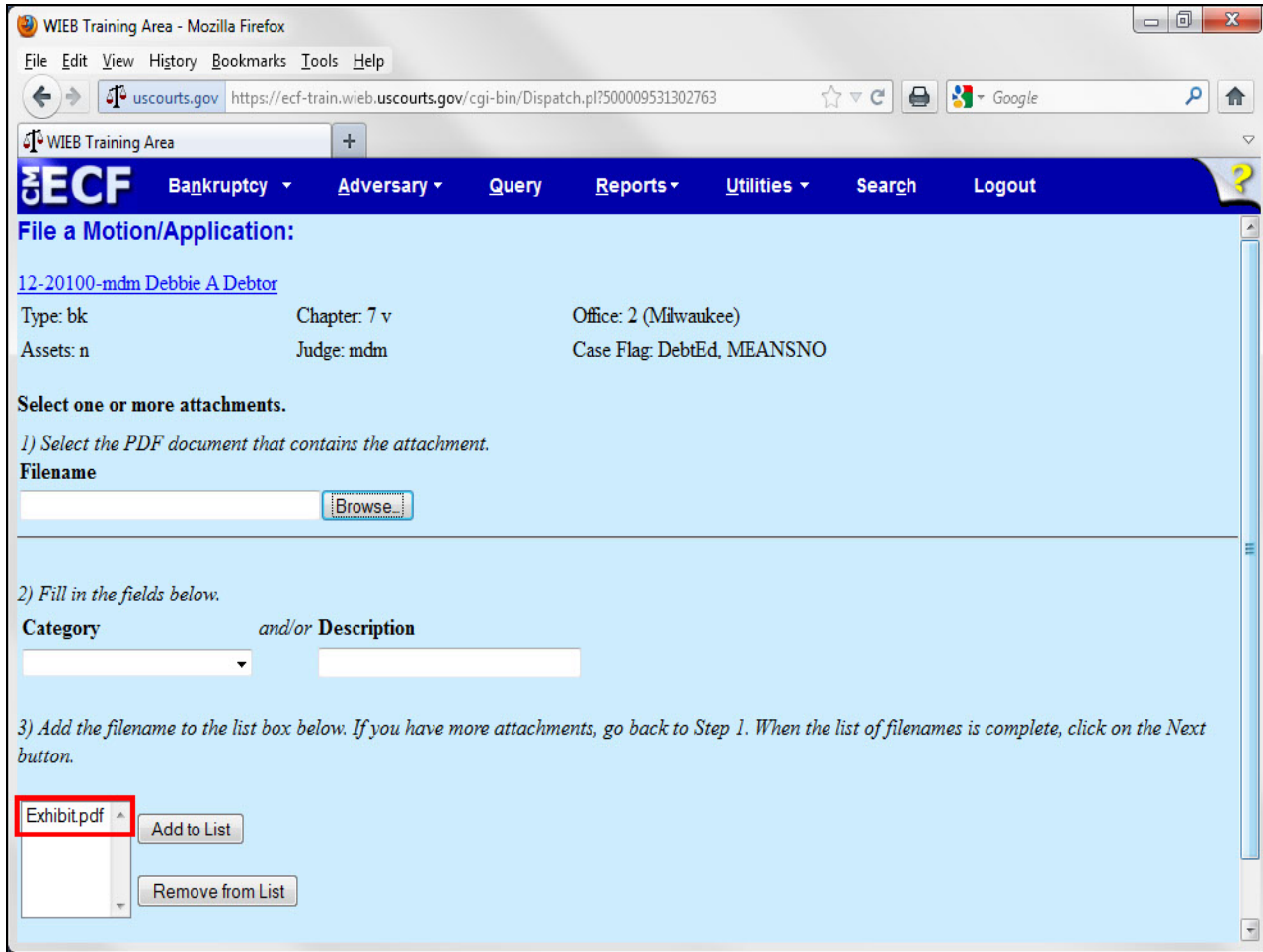
Slide 20 - Slide 20



Slide notes

Now, click the Add to List button.

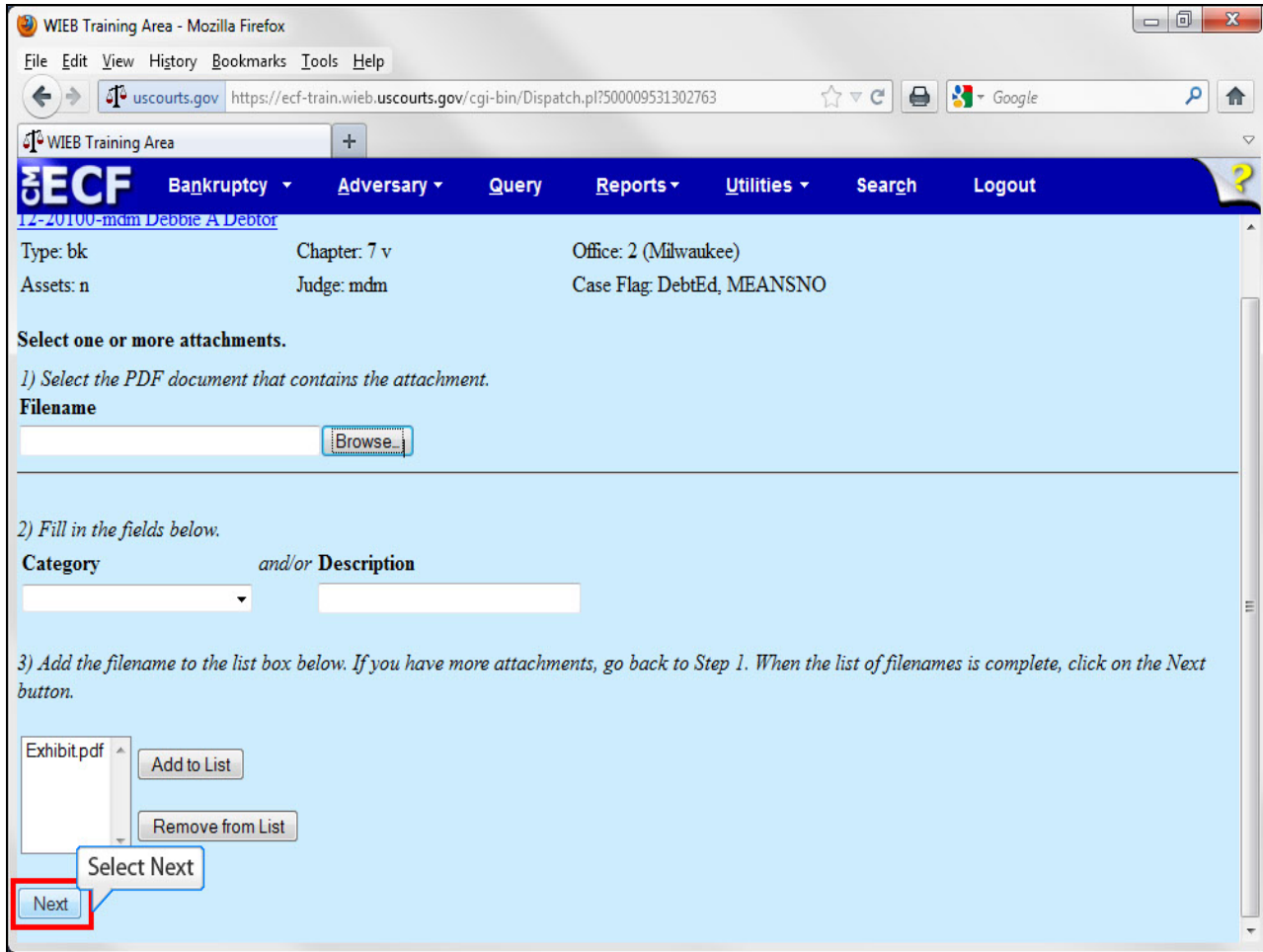
Slide 21 - Slide 21



Slide notes

Notice that the attachment is ready to be included in your submission. If you have additional attachments, go through this 3-step process until you have all of the attachments displaying in the list.

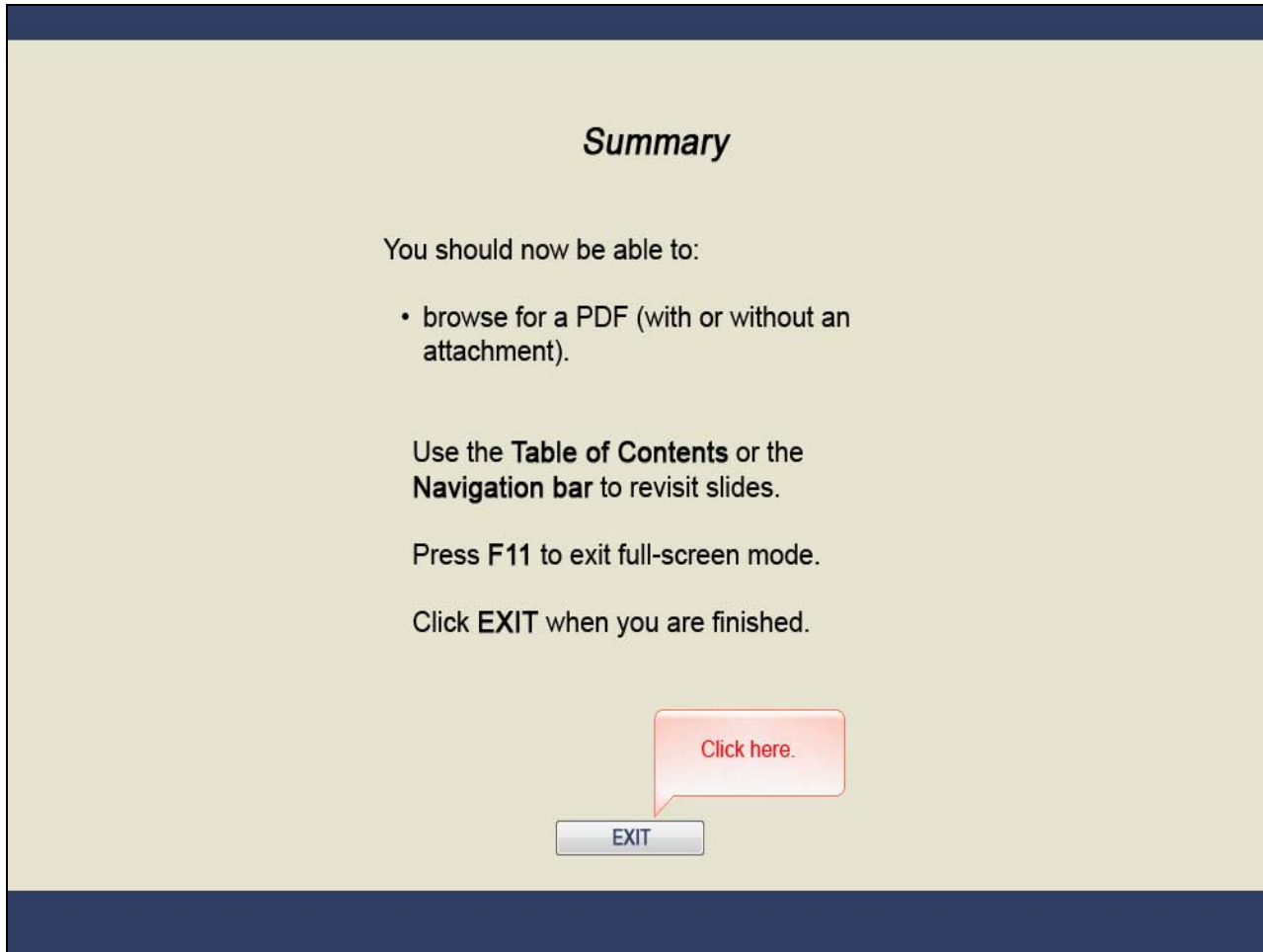
Slide 22 - Slide 22



Slide notes

Once they are all listed, scroll to the bottom and click the Next button to continue on with your filing.

## Slide 23 - Summary/Exit

The slide features a light beige background with a dark blue header and footer. The word "Summary" is centered at the top in a bold, italicized font. Below it, the text "You should now be able to:" is followed by a bulleted list item: "• browse for a PDF (with or without an attachment)". Further down, three lines of text provide instructions: "Use the **Table of Contents** or the **Navigation bar** to revisit slides.", "Press **F11** to exit full-screen mode.", and "Click **EXIT** when you are finished.". At the bottom center, there is a grey button labeled "EXIT" with a red callout bubble pointing to it that says "Click here." data-bbox="27 125 810 581"/>

*Summary*

You should now be able to:

- browse for a PDF (with or without an attachment).

Use the **Table of Contents** or the **Navigation bar** to revisit slides.

Press **F11** to exit full-screen mode.

Click **EXIT** when you are finished.

Click here.

EXIT

**Slide notes**

You should now be able to browse for a PDF (with or without an attachment). Click EXIT to exit the module.