

# INTERACTIVE PDF USER GUIDE



## DESKTOP

To get the most use out of the interactive user guide and save to your desktop, you will need to have the most current Adobe Reader. This is free to download, but you must be connected to wifi.

<https://get.adobe.com/reader/>



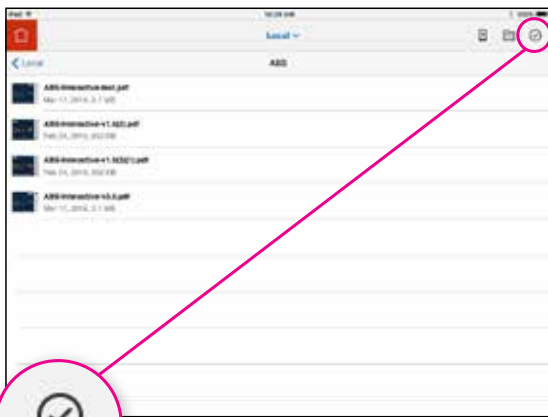
## iPAD or ANDROID

The interactive PDF needs to be viewed and used in the Adobe Acrobat Reader App. The app is free and can be downloaded from the Apple App or Google Play Store.

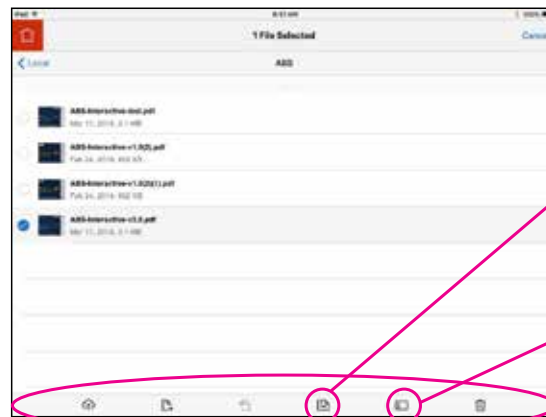


## iPAD USAGE

How to duplicate and rename a PDF saved in your Adobe Acrobat Reader App.



CHECK MARK ICON



ICON TO DUPLICATE\*

ICON TO RENAME\*\*

### STEP 1

#### Tap the check mark

The check mark icon, when tapped, will bring up the navigation needed to duplicate a PDF or rename a PDF.

### STEP 2

#### Select the PDF you want to duplicate or rename

### STEP 3

#### Select the icon you need

See above for icons to select

\***Duplicate:** This function will allow you to copy a PDF already saved in Adobe Reader App. This will allow you to create a new check list for each port entry.

\*\***Rename:** To keep track of your port entry documents, it is suggested you change the name after duplicating a PDF.

# INTERACTIVE PDF USER GUIDE



## ANDROID USAGE

How to duplicate and rename a PDF saved in your Adobe Acrobat Reader App.



### STEP 1

Save PDF to Adobe Acrobat App. Open the App and go to the local tab in Acrobat and refresh the screen by pulling down on the documents list. The PDF will then appear in the list.



### STEP 2

Tap the PDF to select.



### STEP 3

Press the 3 vertical dots at the top right and select rename\*\* or duplicate\*.



### STEP 4

If you selected rename, then rename the PDF.

**\*Duplicate:** This function will allow you to copy a PDF already saved in Adobe Reader App. This will allow you to create a new check list for each port entry.

**\*\*Rename:** To keep track of your port entry documents, it is suggested you change the name after duplicating a PDF.