

ADAMS TECHNOLOGY SYSTEMS

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ATSSC STANDARD OPERATING PROCEDURE

SOP for:	ADOBE PDF INSTRUCTIONS	REV# 08	SOP# 07
SOP Written/Revised by:	Rob R. Adams, Jr	Rev. Date:	01/02/2008

I. PURPOSE

Adams Technology Systems (ATS) is frequently asked to review, revise and approve various Regulatory documents, EPA Pesticide Labels and Pesticide Shipper artwork. Using Adobe Acrobat PDF's expedites the process and saves money at the same time. This SOP has been developed to help explain how this process works.

II. RESPONSIBILITY

Primary: Vendor's Graphic Artist
Secondary: Service Center Manager

III. PROCEDURE

In the past, the fastest way to facilitate the exchange of documents was by overnight mail service. This would take a minimum of two to three days each turn-around.

A second method used in the past was via fax. We all know how poor the quality of even the "plain paper" faxes are. It's especially poor and hard to read when the type sizes are small as they are on most product labels.

Today, it is the internet! The use of the internet via email and attaching a document to the email message is not only faster but it also saves everyone money.

1. Establish an email account that allows the attachment of documents to email messages. Note: Most "free" email accounts do not let you attach documents.
2. Convert the document, label, MSDS or shipper artwork into a file that can be opened and viewed by all recipients, on all platforms (PC and MAC). This is done by saving the file as an **Adobe Portable Document Format or pdf file**. Most PC and Mac Artwork programs have the ability to do this by either exporting or "printing" the document to a .pdf file. Check the help documentation for instructions.
3. Each recipient needs to be able to open, read and print the document so they can proof and comment on it. This requires a copy of the **Adobe Reader**. This program is FREE and may be downloaded by going to the Adobe web site:

<http://www.adobe.com/products/acrobat/readstep2.html>

A short word about the Adobe Portable Document File (pdf) system. You and your company need to become familiar with this system, not only for use with ATS, but for everyone you do business with. The Government and most major corporations have adopted the pdf as the method of choice when posting documents to their web sites. If you haven't run into the need of installing and using the Adobe Reader before now, it is only a matter time before you will. Take the time and effort to learn more about it now.

If there are any questions, please contact the Adams Technology State Service Center (ATSSC) at the letterhead email, phone or fax numbers.