

Quick Start Instructions

These are quick start instructions for using DiTO 2.0 Change Incorporation Software in *Microsoft Windows 95*. These instructions show the basic steps of merging a PDF change package into a baseline IPDF TO. Refer to the Users Guide for expanded explanations on these procedures and for information on additional software capability.

Note: Updates to IPDF TOs should be accomplished on a hard drive.

Overview: The correct IPDF TO and change package are opened in MakeICP. All page change operations are determined automatically by MakeICP and saved as an intelligent change package (.icp) file. IncICP uses the instructions in the .icp file to merge the change package into the baseline TO.

*In this example, **baseline.pdf** is the baseline IPDF TO file and **chg-1.pdf** represents the Change Package file with both files residing in the c:\testdata folder. Before getting started, make a backup copy of any baseline IPDF TO that you plan to update. This is a good precaution in case you save the updated IPDF TO with the same filename as the original baseline IPDF TO.*

What You Will Do	Comments
Open MakeICP	
1) Click the Start button in <i>Windows 95</i> , and then point to Programs , and then to DiTO	The DiTO folder (or submenu) will open. Observe the <i>MakeICP</i> program and the <i>IncICP</i> program.
2) Select MakeICP from the DiTO folder	This will start the <i>MakeICP</i> program.
<hr/> Using MakeICP	
1) From the <i>MakeICP</i> window, Choose File and then choose Open Both Files	
2) Select baseline TO: <ul style="list-style-type: none">• c drive• testdata folder• File name baseline.pdf	In the <i>Open Baseline</i> window, locate the baseline IPDF TO file you want to update.
3) Click on Open	A message will appear stating that the program is “Reading page numbers.” When the program has finished reading the page numbers, the <i>Open Change Package</i> window will open.
4) Select change package: <ul style="list-style-type: none">• c drive• testdata folder• File name chg-1.pdf	In the <i>Open Change Package</i> window, locate the change package file that you want to merge into the baseline IPDF TO file.
5) Click on Open	A message will appear stating that the program is “Reading page numbers.” When finished reading the change package, the <i>Page Numbers</i> window will open with information on the baseline TO pages, the change package pages, and the page operations to be performed.

Save ICP File

- 1) Choose **Process** from the menu bar of *MakeICP*.
 - 2) Choose **Make Intelligent Change Package** A *MakeICP* window appears indicating that the file has been saved as an .icp file and shows the directory and file name information
 - 3) Click on **OK** This closes the *MakeICP* message window.
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Using InclCP

- 1) Choose **Process** from the menu bar of the *MakeICP* window.
- 2) Choose **Incorporate Intelligent Change Package** This opens *Acrobat Exchange* (if not already opened). After *Exchange* has been opened, the *Incorporate Intelligent Change Package* window is displayed showing TO Number, Baseline File, Change Number, and Change Package File.
- 3) Click on **OK** This merges the change package into the baseline TO. The merged IPDF TO (updated baseline) remains open.
- 4) **Verify Information** **Using the latest A page, verify that the information in the merged IPDF TO is correct.**
- 5) Choose **View** from the menu bar of *Exchange* and select **Thumbnails and Page** This presents thumbnails. If you have gray thumbnails, proceed to step 6. If you do not have any gray thumbnails, proceed to step 7.
- 6) Choose **Document** from the menu bar of *Exchange* and select **Create All Thumbnails** Gray thumbnails are replaced with thumbnails representing the proper TO pages.
- 7) Choose **File** from the menu bar of *Exchange* and select **Save** Merged file is saved and update is complete.