## Opening non-PDF documents embedded in a PDF file

To view an application's attachment(s) created during the Conduct a Review event task, the user must modify the Adobe settings. Without completing the following steps the user will be unable to view non-PDF files (Word, Excel, etc.) that have been saved into a PDF file. There may be slight variations for the individual steps, depending upon whether the user has Adobe XI Pro or Adobe XI Reader.

- 1. From the Main Menu bar, click the **Edit** option.
- 2. From the dropdown menu, click the **Preferences** option.
- 3. From the menu on the left-had side of the screen, select Trust Manager.
- 4. On the right-hand side of the screen, mark the checkbox beneath the PDF File Attachments header. If this option is greyed out, check with your IT department for assistance with enabling the checkbox or using their administrative rights on your behalf.

Preferences		
Categories:		Trust Manager
General Page Display	^	PDF hie Attachments Allow opening of non-PDF file attachments with external applications
3D & Multimedia Accessibility		Restore the default list of allowed and disallowed file attachment types: Restore
Action Wizard Catalog		Internet Access from PDF Files outside the web browser
Color Management Content Editing		Unless explicitly permitted, PDF files cannot send information to the Internet.
Convert From PDF Convert To PDF		Change Sgttings
Forms Identity		Automatic Adobe Approved Trusted Certificates Updates
Internet		✓ Load trusted root certificates from an Adobe server (no personal information is sent)
JavaScript Language	=	Ask before updating Update Now
Measuring (2D)		
Measuring (3D)		Automatic European Union Approved Trusted Certificates Updates
Measuring (Geo) Multimedia (Jegacu)		Load trusted root certificates from an Adobe server (no personal information is sent)
Multimedia Trust (legacy)		
Reading		✓ As <u>k</u> before updating Update Now
Reviewing		
Search		Help
Security Security (Enhanced)		
Signatures		
Spelling		
Trust Manager	Ŧ	
	id	OK

- 5. Click the **OK** button at the bottom of the screen.
- 6. With the settings modified, as indicated in steps 1-5, the user will be able to successfully open non-PDF files that are embedded within a PDF file.