

Attaching PDF files to a Work Record

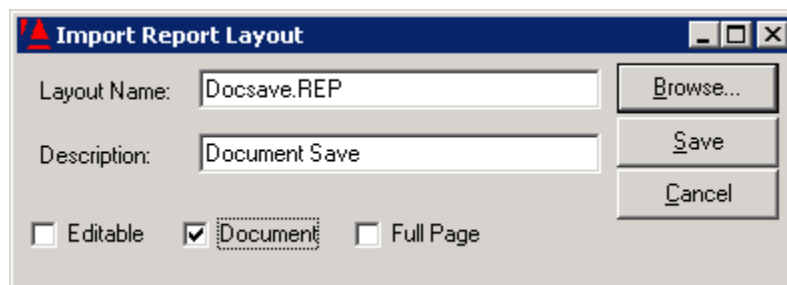
Saving PDF Files

In *Artsystems* software certain documentation associated with a specific work, such as a scanned purchase Invoice, scanned letter from the Artist accompanying the work, scanned Appraisal documents, etc., may be linked directly to a Work record for easy access. The following document describes the process of saving existing PDF files directly to Work records.

To begin, please contact *Artsystems* Technical Support to receive the necessary report file (named DocSave.rep) which will enable attaching PDF files to a Work record.

IMPORTING THE 'DOCUMENTSAVE' REPORT

1. Place the DocSave.rep file in the folder where your database is saved.
2. Once the report is installed, *Open Works*.
3. From the menu select *Report > Import*.
4. Select the **Browse** button and locate the new report.
5. Check Document on the Import Report Layout window.
6. Select the **Save** button to Import the new report.



Once the new report is imported, close the Works module. The new report 'Document Save' will appear in the drop-down list next to the **Document** button on the toolbar, the next time Works is opened.

TURN ON/OFF THE OPTION TO USE MICROSOFT WORD

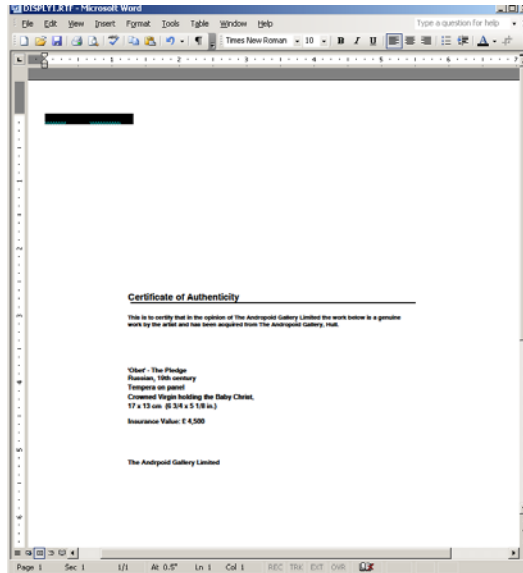
The *Artsystems* option to edit documents using *Microsoft Word* is required for attaching PDF files to Works. To toggle on and off of the 'Use *Microsoft Word*' option, select *Report > Use Microsoft Word*.

- The *Microsoft Word* option is ON when the W in Word is turquoise.
- The *Microsoft Word* option is OFF when the W in Word is grey.

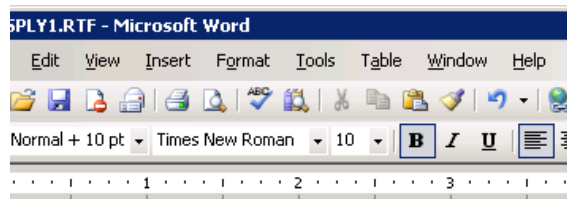
SAVE EXISTING PDF FILES TO A WORK RECORD

1. Select 'Document Save' from the drop-down list next to the **Document** button on the toolbar.

- In Windows explorer, locate the desired PDF to link to the Work record on the computer. Click once to highlight the PDF file and then drag the PDF icon directly into the Document Save report. If you have Adobe Reader 8 or higher the document will look like this after you drop the pdf into the document

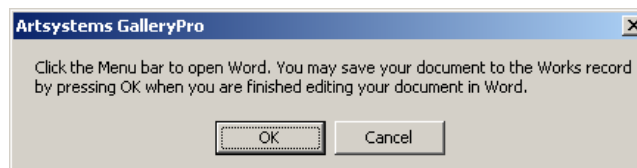


If you have Adobe Reader 6 or lower the document will look like this:



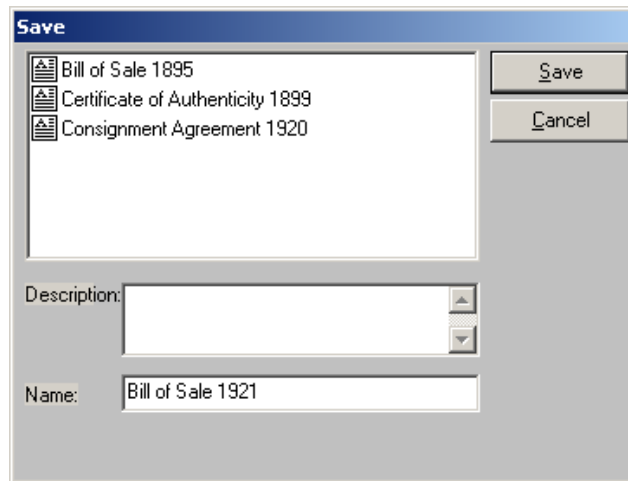
Acrobat Document

- To save the document, return to the Artsystems software program and select the **OK** button to open the 'Save Document' window.



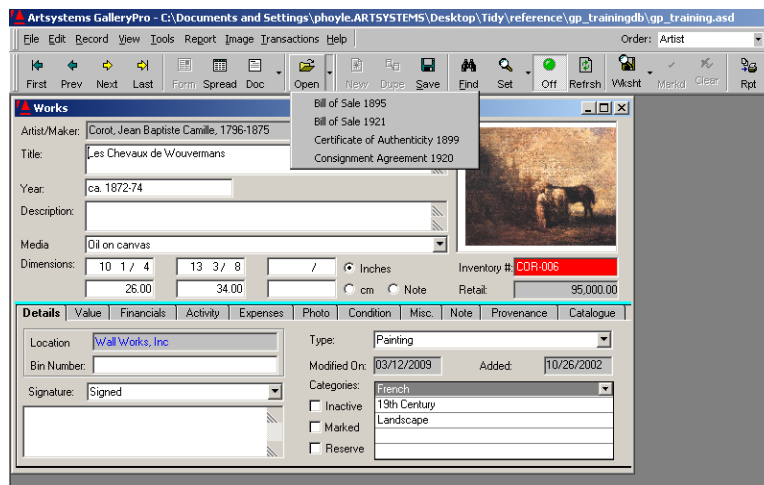
NOTE: If the minimized *Microsoft Word* document is blinking, simply click on the blinking icon to open the 'Save Document' window in the Artsystems software program.

4. In the 'Save Document' window, enter the document Name and a brief Description, then select the **Save** button.



ACCESSING THE SAVED PDF DOCUMENT

1. To access the saved PDF document, the 'Use Microsoft Word' option should be turned off for ease of use. Select the name of the saved document from the drop-down list next to the **Open Folder** button on the toolbar to view the PDF.



NOTE: If Adobe Acrobat 8 is installed, with the 'Use Microsoft Word' option turned OFF, the PDF will open automatically. If Adobe Acrobat 6 is installed, click on the Adobe Acrobat icon in the saved document to open the PDF file.

If further assistance is needed, please contact Artsystems Support.

Artsystems Support 212-620-5500 x 2

<mailto:Support@artsystems.com>