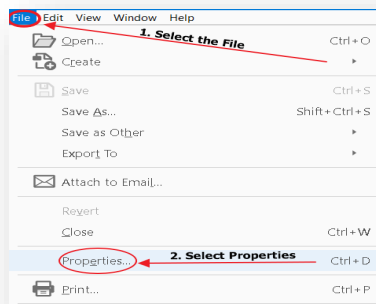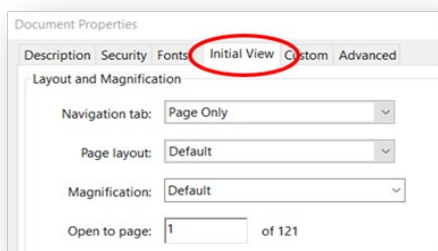# HOW TO SET INITIAL VIEW SETTINGS IN TRANSCRIPTS

There are several methods to set the initial view of a PDF document, and this is just one of them. These instructions were prepared using Adobe Acrobat Pro 2017 and are intended only as a general description of the process. Your procedure may vary depending on which PDF creation software you are using.

NOTE: You will require Adobe Acrobat, not Reader to format your document.

1.   Open the document in Adobe Acrobat.

2.   Select File > Properties in the top left corner of the window. The Document Properties dialog box will open.
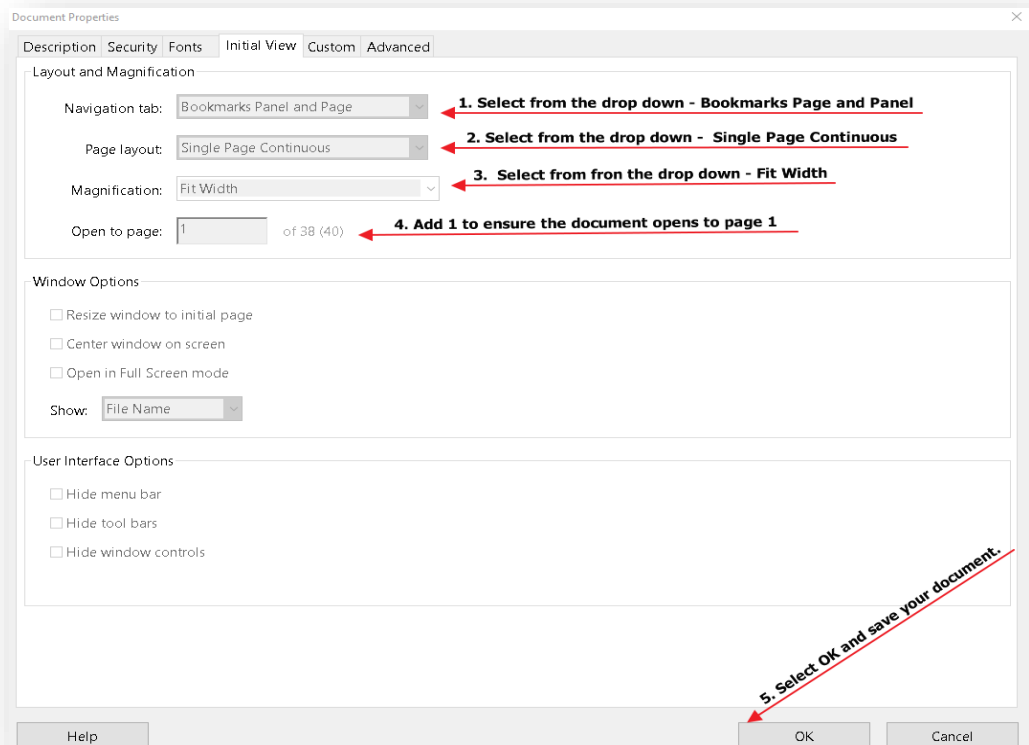

3.   Click on the Initial view tab

a.   Select **Bookmarks Panel and Page** from Navigation drop down menu,
b.   Select **Page Continuous** from the Page layout drop down menu,
c.   Select **Fit Width** from the Magnification drop down menu ,
d.   Type in **1** in the Open to Page Box,
e.   Select **Ok,** and

f. Save your transcript

Checking document Initial View settings using Adobe Acrobat Pro 2017

1. Open the document and confirm document opens with bookmarks on the side and to page 1 of the transcript, as set out below.