




Documents open in a new [Adobe Reader](#) (PDF Reader) window, and have their own menu for printing, searching, zooming, etc.

NOTE: Users must have Adobe Reader installed on their computers. You can download it free form the Adobe website (www.adobe.com).

The header is automatically generated from the document control record (maintained in the [Doc Control](#) module). This ensures that the control information in the header is always accurate and up to date.

QM-04	Quality Management System	Rev.: A
Effective Date: 7/30/2008	Issued by: Quality Assurance	Page 1 of 10
Apprv. by: Dave Lubinski, QA Manager - 7/30/2008		

To download a file associated with a document, select the document and click the [Download File](#) button.

For some types of documents, such as forms, users may have the option to [download a file](#) associated with the document. This file does not need to be the same as the viewable PDF file that users can display and print.

When there is no file to download, the [Download File](#) button is disabled.

A good example is the audit checklist. After selecting the 'Internal Audit Checklist' document, auditors can click the [Download File](#) button to download the MS Word file (.doc) with the whole checklist, and then click the [Open Document](#) button to display a PDF document with instructions how to use the checklist.

End of Slide Show. Thank You for Watching