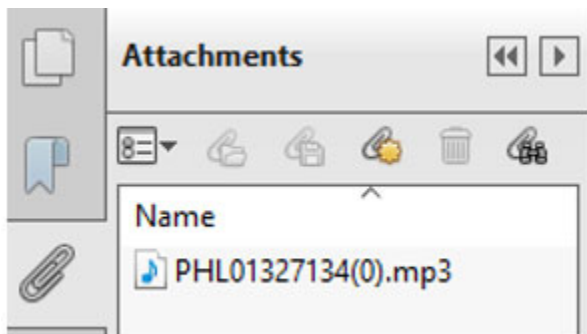# Accessing Audio in a PDF File

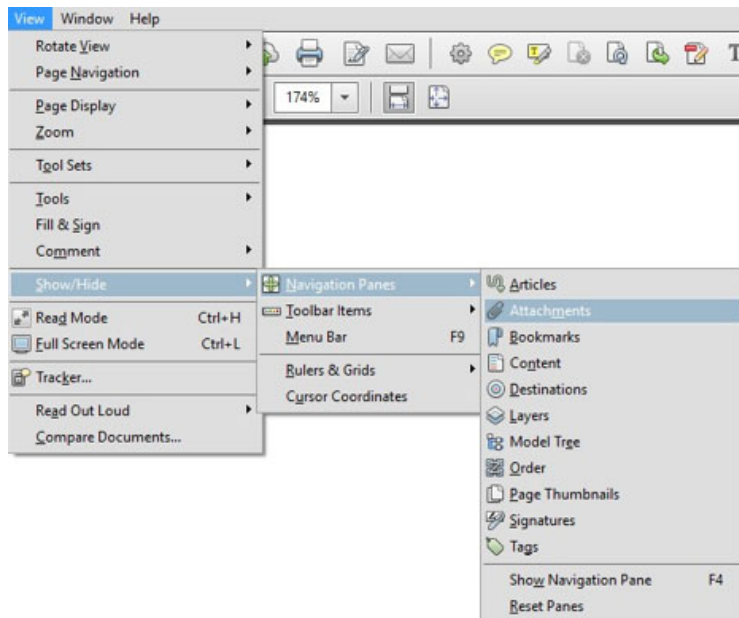# Accessing Audio Files Attached to a PDF File in CM/ECF

You must have Adobe Acrobat installed on your system in order to access audio files. Your browser settings will need to be configured so that PDF files open in Adobe Acrobat and <u>not</u> within your browser. Please refer to <u>page 2</u> for further instructions on how to modify your browser settings.

Accessing Audio Files

- Click the **Document Number** from the docket report or NEF.

- When the PDF opens, click on the attachments icon (paper clip) on the left side of the application. The panel will expand; double click the file name to load it into a media player.

If you do not see the attachments icon, select **F4** for navigation pane to appear or, click on **View, Show/Hide, Navigation Panes, Attachments.**

Finding the attachments Icon in Adobe Reader

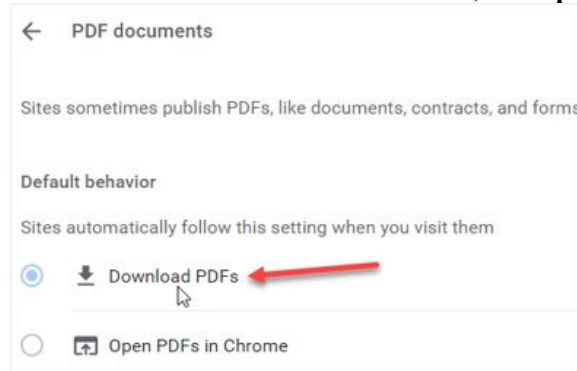Click on the Adobe symbol in the floating menu at the bottom of the page.

Attachments icon will appear on left side of page. Click to expand to show audio attachments.
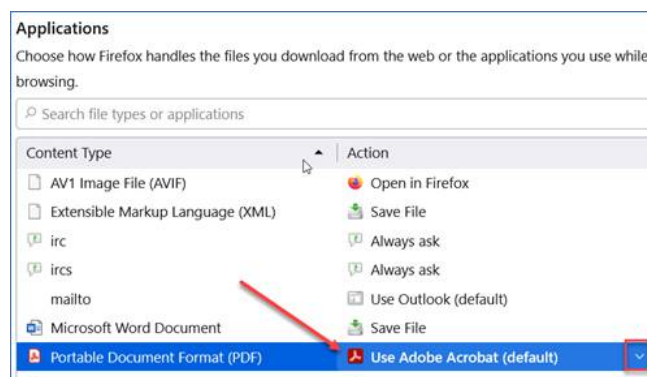
Modifying Browser Settings

Chrome:
- In the upper right hand corner click on the ellipsis (3 dots) and select **Settings**
- Select Privacy and Security>Site settings
- Scroll down and select Additional content settings>PDF documents
- Make sure **Download PDFs** is selected, *not* **Open PDFs in Chrome**

Firefox:
- In the upper right hand corner click on Menu bar and select **Settings**
- Select **General** on left side of page
- Scroll down to **Files and Applications**
- Under **Applications** make sure **Use Adobe Acrobat (default)** is selected for **Portable Document Format**

- If Firefox is listed, select **Portable Document Format** and click down arrow to change to Adobe Acrobat

<u>Edge:</u>
- In the upper right hand corner click on ellipsis (3 dots)
- Select Settings>Cookies and site permissions
- Select All Permissions
- Scroll down to **PDF documents**
- Make sure **Always download PDF Files** is on

Site permissions / PDF documents

Always download PDF files

Download PDF files to your device. If Microsoft Edge is your default PDF reader, PDF files will open automatically without downloading.

PDF view settings

Open PDFs to last viewed location when you reopen files