

# Changing the Company details on the AIC brochures

Brochures for AIC products are presented with the Company name, Address and Contact details for Amalgamated Instrument Co Pty Ltd as the default. You can change these details to "customise" the brochures for your own use.

The updating feature relies on the FORM tool associated with the ADOBE ACROBAT™ software. Any changes made to place your own company name and address on AIC's brochures are made in a Form Definition File (FDF). The FDF file for brochures is called aicbroc.fdf A different FDF file (aicmans.fdf) is available to update address details details on the Operation Manuals.

Changes to aicbroc.fdf can be saved and reused, however the brochures must be regenerated each time - a matter of 1 mouse click. This shortcoming is caused by the fact that ACROBAT READER™ is used to access the actual brochure file and changes cannot be saved directly in ACROBAT READER™ .

To enable the customisation facility, you must first copy the master Form Definition File onto your computer. The file is called **aicbroc.fdf** and is sent as an attachment with a covering e-mail.

If you are using ACROBAT READER™, you must copy the file into the directory (or folder) containing the ACROBAT READER™ program (AcroRd32.exe).

If you are using the full ACROBAT™ package, you must copy the file into the directory (or folder) containing the ACROBAT™ program (Acrobat.exe).

**Note:** The fdf file "**aicbroc.fdf**" may be copied with "read only" attributes. This will prevent editing. From Windows Explorer, "right click" on the file name, click on "Properties" and "uncheck" the "read only" box.

Open your copy of aicbroc.fdf with a TEXT editor (such as NOTEPAD in Windows). **Do not use a word processor or publisher as they insert unwanted characters.**

Edit the details in the file to add your own company information. Be very careful that the special characters are not lost.

An example of the entries in an FDF file follows. This is the information supplied in "**aicbroc.fdf**."

```
< /V ( ACN: 001 589 439)/T (available1)>
```

```
< /V (AMALGAMATED INSTRUMENT CO PTY LTD)/T (Company1)>
```

```
< /V (Unit 5, 28 Leighton Place Hornsby Telephone:\rNSW 2077 AUSTRALIA Facsimile:)/T (address1)>
```

```
< /V (+61 2 9476 2244 e-mail:sales@aicpl.com.au\r+61 2 9476 2902 Internet: www.aicpl.com.au)/T (phonefaxetc1)>
```

Note the format of each entry:

The actual text that can be edited appears in parentheses "(...)", it is followed by "/T" and then the field name, also in parentheses.

The areas open to being edited have been highlighted for clarity - they are **NOT** highlighted in the actual file. The "\r" denotes a carriage return. The "address1" and "phonefaxetc1" fields can have up to 3 lines of text. The other fields are single line only. If you edit multiline fields, the carriage returns must be present.

Spaces can be included in the field input and can be used to centre or space out names, addresses etc - as has been done for the default. This spacing will be necessary if you use the "available1" field to include "Available from" and an ACN number (for example) with the "Company1" field. The fields for "Company1" and "available1" are superimposed. If you need to include "Available from" and an "ACN" or other company number with the company name then you will need to put spaces in the fields to avoid superimposing the entries.

It may take several attempts of editing, saving and updating to achieve the required spacing and result.

As an example, here is a "fictitious" company address area. Note that a third line has been added in the "address1" and "phonefaxetc1" fields by using the carriage return code (\r).

The input in the FDF file is then shown.

```
< /V (Available from: )/T (available1)>
```

```
< /V ( FRED SMITH'S INSTRUMENT CO PTY LTD)/T (Company1)>
```

```
< /V (Unit 8, 38 Canary Street Anywhere Telephone:\rNSW 2077 Facsimile:\rAUSTRALIA)/T  
(address1)>
```

```
< /V (+61 2 9476 2244 e-mail: sales@aicpl.com.au\r+61 2 9476 2902 Internet: www.aicpl.com.au\r+61 2  
9476 XXXX)/T (phonefaxetc1)>
```

- Save the edited file. Make sure it retains the .fdf extension.
- Open the required brochure.  
The default details at the foot of each page are for Amalgamated Instrument Co Pty Ltd. To update to your edited details, click within the address area on the brochure. The details will change.
- The brochure can now be printed. Use the ACROBAT READER "PRINT" icon.  
Unpredictable results may occur if you print using your browser's "PRINT" icon

NOTE: Because changes cannot be saved when using ACROBAT READER TM , the updated addresses will revert to the default when the brochure is closed.

The edited details can be reapplied to the brochure when it is reopened simply by clicking within an address area. It is not necessary to re-edit the ".fdf" file.