

Digital Collections Search Tips



VIEWING ATTACHMENTS

You'll notice that, as in a regular email, there is an "Attachments:" field in the header of the email PDF. This indicates that there was an attachment as part of the original email message.

Email attachments are handled two different ways depending on the format of the attachment.

Most attachments have been converted and are attached to the end of the email message.

- This includes the following formats:
 - doc, .ppt, .pdf, .xls, .tif, .jpg

ExLibris DigiTool - Resource Discovery

Metadata options: [icon] [icon]

Graph of table

Title:	Graph of table
Title:	Email Records from the Office of the Governor (Kaine: 2006-2010)
Creator:	Kaine, Tim (From:)
Format:	PDF
Source:	TKAINE.PST
Rights:	RIGHTS NOTE: Users are required to login in order to view digital files of the Kaine Email collection. Login is required or
Abstract:	FW: Graph of table
Date Issued:	2007-10-11 19:54
Extent:	62 KB
Relation Is Format Of:	PST
Bibliographic Citation:	[email title], [date/time issued], [source], Email Records from the Office of the Governor (Kaine: 2006-2010), Library

Page: 1 of 3

From: Kaine, Tim
Sent time: Thursday, 11 October 2007 19:54:43
To: Wagner, Jody; Skinner, Delacey; Hall, Kevin; Tiller, Jeff; Denstow, Suzette; Turnage, Wayne; Harms, Stephen
Subject: FW: Graph of table
Attachments: forecast performance.ppt

I think this table is a good illustration for an argument that our revenue based on changing economic conditions. Over the course of the last More years than not, the variance was on the up side. But, during ti

In FY 07, we were off by 1.4%. This is less of a variance than the 3f with in June to talk about our forecasts uniformly said that "we wish

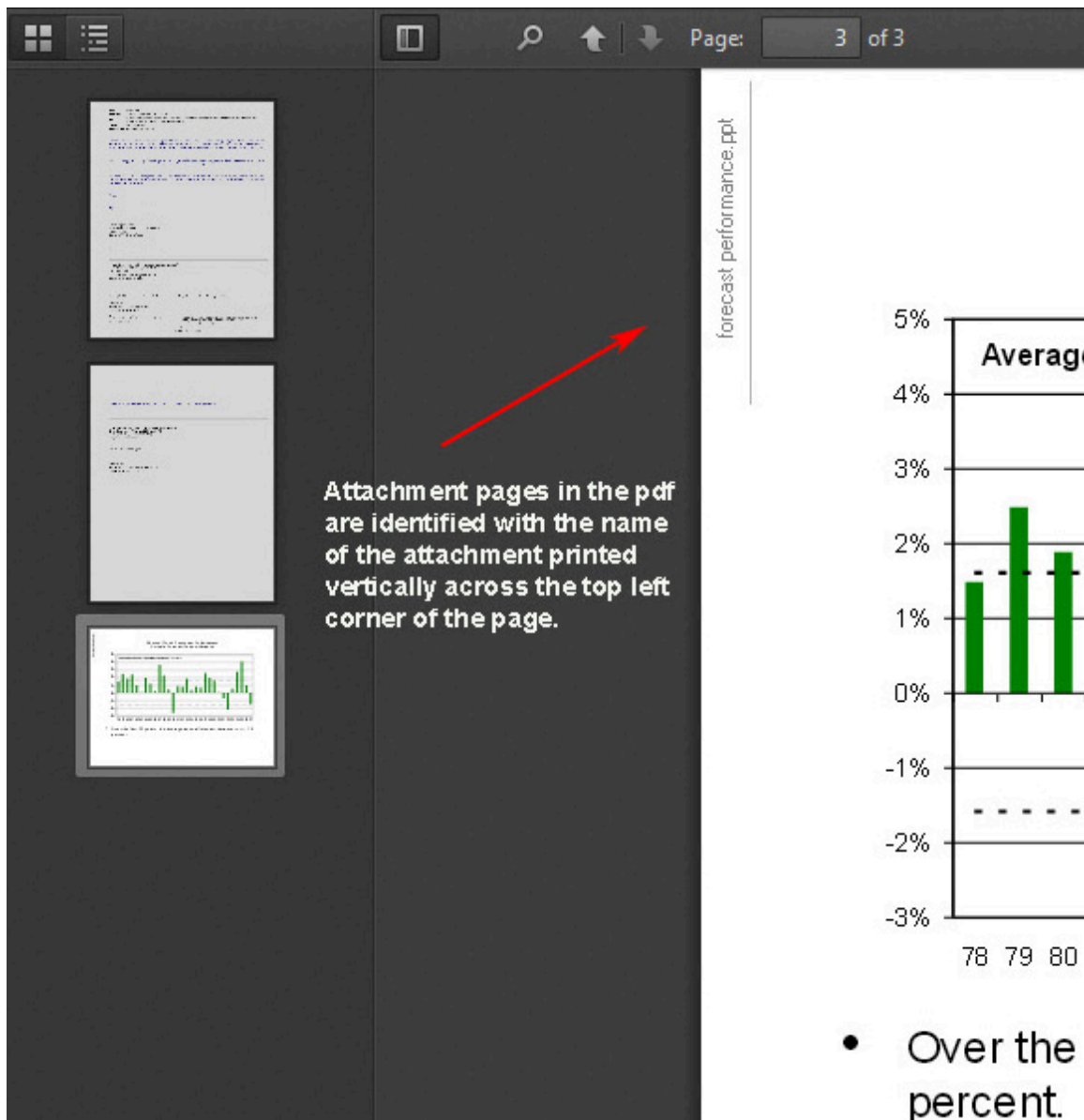
Jody and Ric—please use this if you are pushed before the Commit Dem members of House Appropriations for next Monday would be a conference call this weekend.

Thanks—

TK

Attachments that are converted and included become part of the pdf and are found at the end of the email message.

- When scrolling through the email message, you'll note the attachment by the filename along the left side of the PDF:



forecast_performance.ppt

Attachment pages in the pdf are identified with the name of the attachment printed vertically across the top left corner of the page.

5%
4%
3%
2%
1%
0%
-1%
-2%
-3%

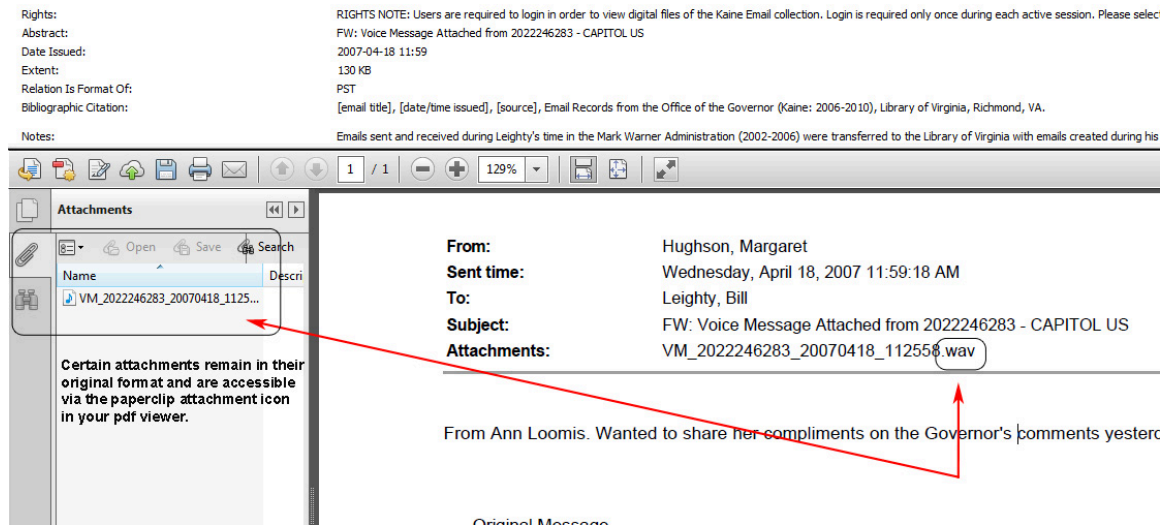
Average

Year	Percentage
78	1.5%
79	2.5%
80	1.8%

- Over the percent.

If you don't see the attachment at the end of the email message, the attachment is probably linked in the PDF.

- This method generally occurs with the following formats:
 - .zip, .wmv, .pub, .vcf, .mdb, .wav, .mp3

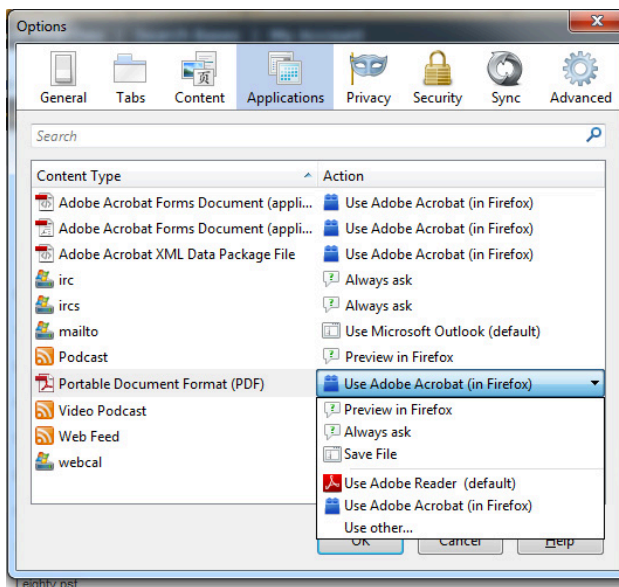


NOTE: Some browsers require settings adjustments in order to view PDF attachments this way.

Generally, Apple Safari and Microsoft Internet Explorer will not need settings adjustments.

However, Mozilla Firefox and Google Chrome may. The following are examples and may apply only to specific versions of each browser.

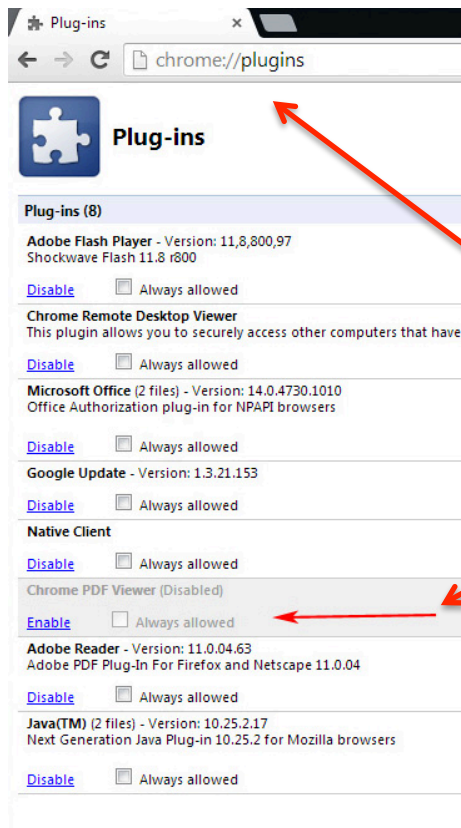
FIREFOX:



From the Firefox menu bar, select "Tools" and "Options". Click to update "Applications" – Your Portable Document Format (PDF) setting should be either "Use Adobe Acrobat (in Firefox)" or "Use Adobe Reader (default)".

Firefox ver. 22.0 was used in this example.

CHROME:



In Google Chrome, enter
“chrome://plugins” in your
browser’s address bar. Disable
“Chrome PDF Viewer.”

This example uses Chrome Version 30.0.1599.69 m

As always, if you run into trouble with your browser and these tips are not helpful, please consult the great and knowledgeable Internet for assistance. There are really helpful people out there. That’s how we figure a lot of this stuff out, and we’re not afraid to admit it!