

Entering Consolidated Applications Information into Portal

Objective: This procedure is intended to improve the Applications Lab process by consolidating all files sent by customers interested in lab service so that the Lab may have a single document to refer to for all technical information related to an application.

- Open a blank Microsoft Word document
- Open target email(s) from customer
- Copy and paste text from target email(s) into Word Document
- For each target email, copy and paste all attachments into Word document
- For PDFs: In the Word document, right click on each PDF one at a time, go to “Acrobat Document Object” in the menu, select “Convert”
- In the “Convert” Window uncheck the “Display as Icon” box, then press “OK”
- For PPTs: Now repeat same steps for each PPT file in the same way as PDF files
- For JPGs: Left-Click on a JPG in the Word Document, at Word’s top menu bar, select “Picture Format”, then select “Compress Pictures”
- In the “Compress Pictures” window, uncheck “Apply to only this picture” and “Delete Cropped areas of pictures”, then check the box called “E-mail Resolution (96 dpi): minimize....” (this box should be the only thing checked in the window). Then press “OK”
- Under the View toolbar menu in Word, choose “Web layout”
- Save Document as “[CompanyName]_[Date: YYMMDD]”
 - Example: LincolnElectric_200108
- Choose this file to attach to the Portal.