



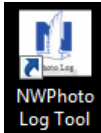
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Photo Log Instructions- version 1.0:

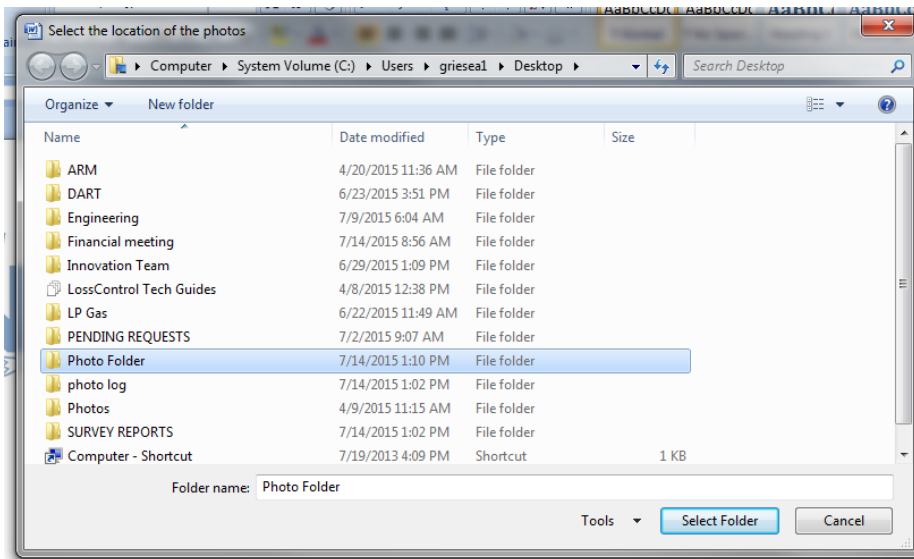
9/09/2015

1. **Double click the icon- NWPhotoLogTool**

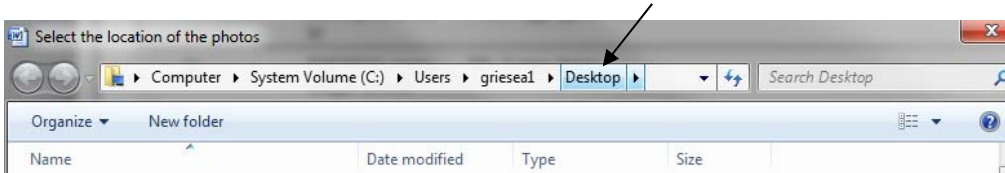
(The tool functions with macros so be sure the Office settings allow macros to run.)



2. A dialog box will open which prompts the user to select the folder with the photos you want to load. The folder can be located any where on the work station. Use your cursor to select the folder with the photos and **click the “Select Folder”** button.



Note: To select the Desktop as the folder with the photos you must click the Desktop in the folder address bar



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All the photos in that folder will automatically be loaded into the tool. The photos will be titled according to the original file name such as O11.jpg. These file names can be edited after the tool runs. (see step #7 Editing Photo Titles) To change the order of the photos, use the folder settings to organize the photos as desired before using the tool.

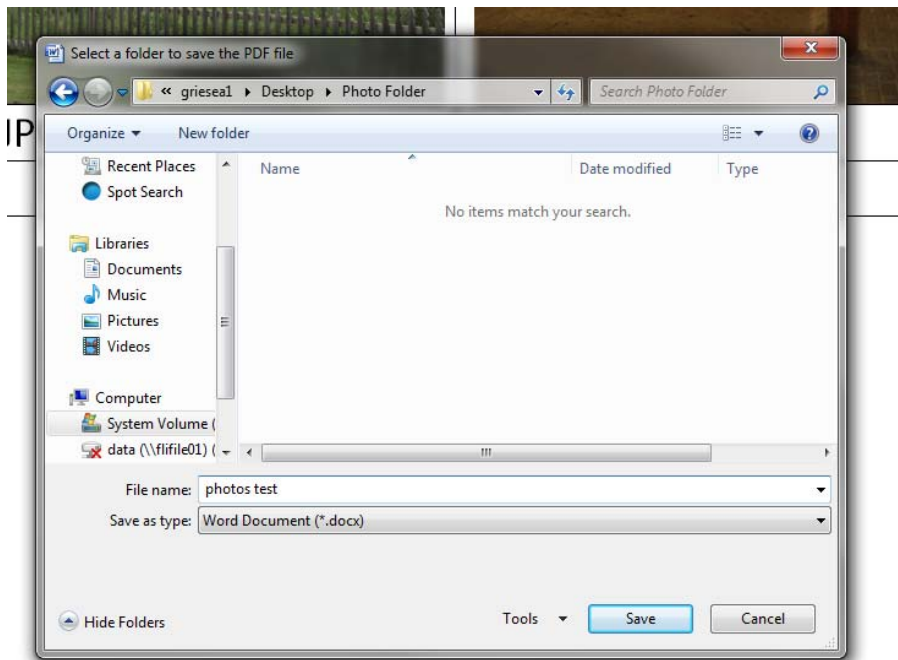
A pop up will define how many photos were loaded for reference. **Click “OK”** on this pop up.



3. A dialog box will open that prompts the user for the location to save the output file. This location can again be saved in any location.

Use the cursor to select a location for the output file, type a file name and **click “Save”**.

Please note – the output file type will always be a pdf regardless of the save as type selection below. This allows the tool to create an optimized output.

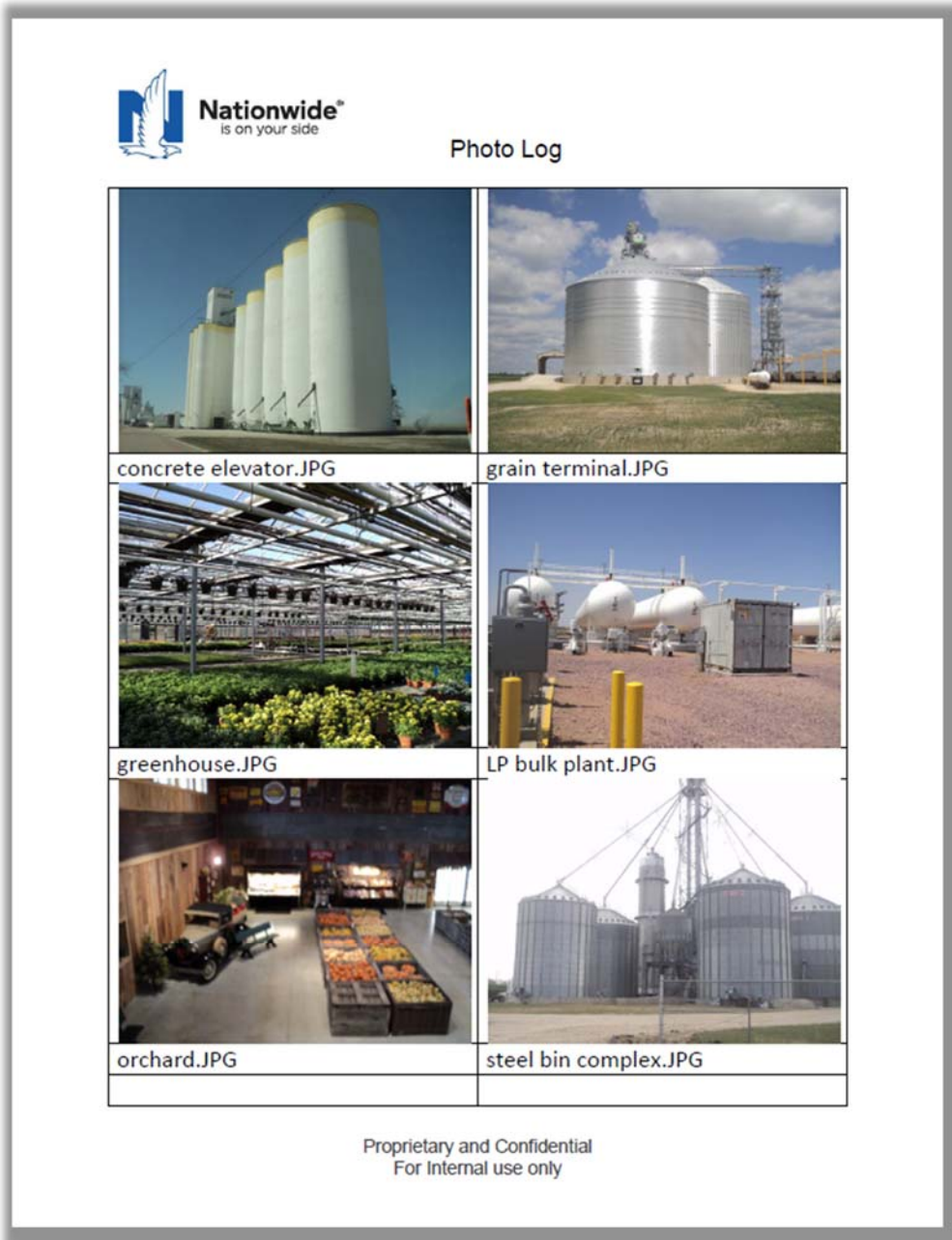


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- The tool will create an optimized pdf document with a consistent layout and format such as the example below.



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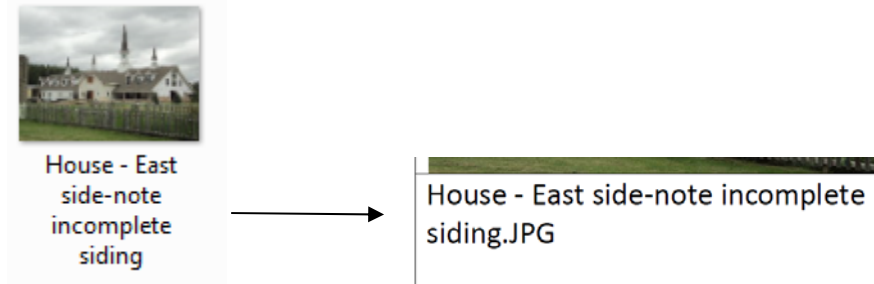


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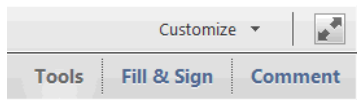
5. Editing photo titles

The photo titles can be **edited** in the following ways:

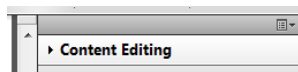
- a. The photo titles can be edited in the folder **before** they are run through the photo log tool. The tool will maintain the original photo file labeling in the output.



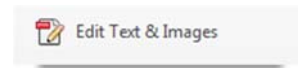
- b. **Adobe Acrobat XI**- Open the output document. Click on the “Tools” toolbar on the upper right of the document.



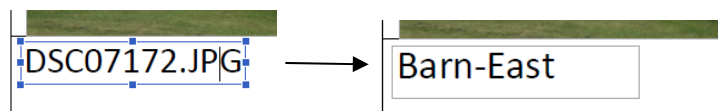
Select “Content Editing”



Select the “Edit Text & Images” button.



Click on the text to edit. The text will be selected and new text can be typed using the keyboard.



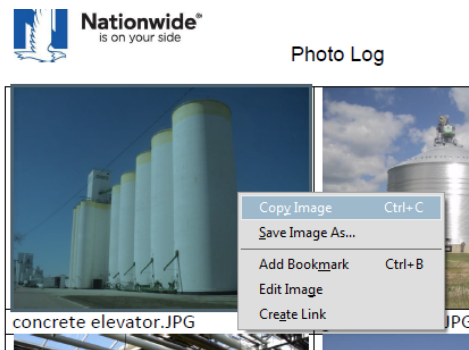
If other dictation is desired on the document, this can be completed with the Adobe tools in both Reader and Acrobat versions. This dictation will be the same process to dictate on a pdf file.



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6. **Copying Images**

Images can also be copied out of the pdf output document. Left click on the photo to highlight it. Then right click and select “copy image”. The image can be pasted to the desired location such as a document or email. This command is the same in Adobe Reader XI or Adobe Acrobat XI.



7. If another iteration of the tool is desired, click on the NWPhotoLogTool icon and select a different source folder for the photos. The output file name should be entered as a unique file name.