



Digital Materials

Installation Instructions

Information and Installation Instructions

Welcome to Priority Dispatch's new and improved document distribution method.

Priority Dispatch Corp.™ is now sharing Priority Dispatch System™ (PDS™) software training and course manuals digitally. This new process will make utilizing and storing these classroom items much easier while greatly reducing the amount of paper needed to manually distribute these documents.

You will receive an email that includes a software training/or course manual license file. To have access to these documents you must first download the Adobe Digital Edition software, which will house any digital documents distributed by PDC or any other Adobe solution going forward. The second step is to download the actual course manual license, which will be added to your Adobe Digital Edition. The process to download and begin using these digitally based items is quite simple (instructions listed below), but there are a few rules to keep in mind.

- Each digital license is **tied to a specific Adobe ID** and **cannot be opened by anyone else**.
- Each copy of the material may only be **downloaded on a maximum of 6 devices**.

A few examples:

- You are a student and receive your digital license several days before the class is scheduled to begin. You follow the directions and install on your personal laptop. You arrive in class and find you will be using computers/laptops provided by your center and need to get that manual or document on this new computer. **Solution** - You will need to install Adobe Digital Edition and sign in with your Adobe account in order to access this document keeping in mind that you have now used two of the six allowed devices in which to install these documents.
- You are the Center Manager or IT person assigned to get the computers set up for the class which involves making sure the manual has been installed. You download and Install Adobe Digital Edition with your own Adobe account and begin downloading and installing the manual using one of the provided licenses and you receive an error after the sixth installation because you have reached your maximum allowed devices. **Solution** – You need to make sure each device contains a different license key having been installed by a separate user (student).
- The same situation as the previous example but you understand that a sperate license key is required on each computer, so you aren't hit by the device limit. The issue then becomes that you have now locked down each license to your Adobe account and you

are the only person who can access the documents. **Solution** – After the IT Department has installed Adobe Digital on the computer being used, each student must then log in with his/her Adobe Account. Once logged in, the student can then install their user-specific license key allowing the document to be viewed on this new device.

Please Read and Follow ALL Instructions

1. **DOWNLOAD ADOBE DIGITAL EDITION.**

- a. This step is **REQUIRED** prior to downloading the ProQA Practice Guide and/or AQUA User Guide .zip file provided in your email.
 - b. Click on the link provided in step 1.
 - c. Follow the instructions to **DOWNLOAD** Adobe's Digital Edition (Windows or Mac version) provided on the website. If you are an Android user, please jump to the **Android Device Installation Instructions** listed on page 4.
 - d. Click on the **SAVE FILE**.
 - e. **RUN** the installer downloaded from the previous step.
 - f. Check the box to accept the License Terms and click **NEXT**.
 - g. Leave all options selected and click **NEXT**.
 - h. Once the installation has **COMPLETED**, click on **CLOSE**.
 - i. If using an Apple or Android Device, please download the applicable application from either the **APPLE APP STORE** or **GOOGLE PLAY STORE***.
2. If prompted, create an Adobe account and log in.
 3. Open **ADOBE DIGITAL EDITIONS**. If you are unable to locate, search your applications.
 - a. Click **YES** to create a desktop icon.
 4. Double click the ProQA Practice Guide and/or AQUA User Guide .zip file found in your email. If you received only one license it will be in the form of a .acsm file in which case you can skip to step 7.
 - a. Select the radio button **SAVE FILE** and click **OK**.
 - b. Locate the file.
 5. Unzip the file.
 - a. Right click on the file and use any program you have installed to Extract files.

- a. If you don't have a program in which you can extract files, download and install [7-Zip](#).
 - b. Select a new location to save file or select **OK** to save to your Downloads folder.
 - c. Locate the unzipped file. The filename should match the .zip filename.
6. Open the unzipped file.
7. Add the **.acsm file** to the **Adobe Digital Edition Library**.
 - a. In Adobe Digital Edition, click **File -> Add to Library**.
 - b. Locate and select the unzipped practice guide folder in the viewer.
 - c. Change file types from **E-books** to **Adobe Content Server Message**.
 - d. Click **Open**.
 - e. Select the folder that includes practice guide in the filename.
 - f. Click **Open**.
 - g. Select **all files** by holding down **Ctrl + A**.
 - h. Click **Open**.
 - i. If you have not created an **Adobe ID**, do so at this point.
8. Log in with your **Adobe ID** and **password**.
9. **Results** – All files are now accessible in Adobe Digital Edition for viewing.
 - a. Please note, these files are tied to the **specific Adobe ID** which first used to open and may only be installed on a **maximum of 6 devices** (PC, Laptop, iPad, etc.).

Android Device Installation Instructions

1. End user receives an email with a .acsm license file attached.
2. They must navigate to the Google Play Store App.
3. Search for the “Adobe Digital Editions” app and install it.
4. Navigate to their email message and download the attached .acsm file to their downloads folder.
5. Open their “My Files” app.
6. Select “Recent Files”. (The license file should be at the top of the list)
7. Select the .acsm file by pressing and holding it. (There should now be a checkmark to the left of the file)
8. In the top right of the menu select the three vertical dots or menu options indicator.
9. Select “Add Shortcut”.
10. Select “Home Screen”.
11. Navigate to the Home Screen and select the shortcut that was created. (License file will open in Adobe Digital Editions)
12. On the first time through this routine, the user will need to enter their Adobe ID and Password.
13. Now a link is visible in the Adobe Digital Editions app for the document in question.
14. The user may now go back and delete both the downloaded file and the shortcut.

Problem Solving:

If you encounter any trouble with accessing the digital files, please contact Web Support at Web.Support@prioritydispatch.net.