

### **Snapshot ITOs:**

In an effort to improve the electronic distribution of ITOs by SAOs, TMS Version 6.003 has been programmed with a feature that allows an ITO to be converted and e-mailed as a .snp file (Snapshot). Snapshot is kind of like Microsoft's version of Adobe Acrobat (.pdf).

Converting ITOs to Snapshot files (.snp) eliminates several shortcomings that have been identified in the past, such as:

- ITOs converted to MS Word (.rtf) sometimes result in the loss of correct ITO formatting (i.e. lines on the ITO are misplaced or scrambled). The original formatting remains intact with Snapshot.
- ITOs converted to .rtf can be altered with MS Word. A .snp file cannot be modified.
- Snapshot eliminates the need for SAOs to manually scan printed ITOs, resulting in decreased workload for the SAO. In addition, scanning may result in multiple files being e-mailed for one ITO (i.e. one file for each scanned page). This is not the case for Snapshot, one ITO, one file.
- ITOs don't have to be faxed.

### **Viewing Snapshot Files (.snp):**

To view Snapshot files (.snp), the user must have the Snapshot Viewer program installed. The viewer comes with Microsoft Access 97 SR-1, Microsoft Access 2000, and Microsoft Access XP. It can also be downloaded for free from Microsoft's webpage. The file download for Snapshot Viewer and additional information about Snapshot can be found at the following address:

<http://www.microsoft.com/accessdev/articles/snapshot.htm?gssnb=1>

To open a .snp file, just double click the file and Snapshot Viewer will automatically open displaying the file contents.

If MS Access is already installed on the computer and you still cannot view .snp files, the option to install Snapshot Viewer was probably not selected during the installation of MS Access.