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IMSO BULLETIN

BULLETIN NO.: 05 – 005

DATE: JANUARY 10, 2005

Subject: Invitational Travel Orders (ITOs) in Snapshot Format

Effective Date: July 22, 2004

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|-----------------------|----------|---------------|--|---------------------|----------|---------------------|
| bulletin type: | | ACTION | | POLICY | X | INFORMATION |
| | X | New | | Modification | | Cancellation |

Summary: In an effort to improve the electronic distribution of ITOs by Security Assistance Officers (SAOs), Training Management System (TMS) Version 6.003 includes a feature that allows an ITO to be converted to a “Snapshot” file and then e-mailed. However, some IMSOs have reported difficulties in viewing ITOs sent to them in this format.

Action: Snapshot is similar to Microsoft’s version of Adobe Acrobat (.pdf), and is identified by the file extension (.snp). Snapshot eliminates the problem of formatting loss when an ITO is converted to MS Word. It also eliminates the need for manually scanning an ITO, and prevents modification of an ITO (which can be done in MS Word.)

To view Snapshot files (.snp), the user must have the Snapshot Viewer program installed. The Viewer is included in Microsoft Access 97 SR-1, Microsoft Access 2000, and Microsoft Access XP. Therefore, IMSOs under NMCI should be able to view ITOs that have been converted to Snapshot. 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 but a .snp file cannot be opened, the option to install Snapshot Viewer was probably not selected during the installation of MS Access. The Viewer can be installed by going to the Control Panel and selecting the “Add/Remove Programs” option.

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