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**IN-SYNC**

**Terminal Server**

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Open remote desktop connection from the start menu



When the Remote desktop connection window opens type the following name in the computer box: in-ts



Press connect

If you get a certificate error like below:



Tick the don’t ask me again box and press Yes

You are now connected to one of the terminal servers:



From here you can open “Adobe Acrobat XI Standard” to convert PDF to Excel/Word etc



or open Visio.



When you wish to save a PDF as a word or excel document the following must be done

When saving the PDF go to Save As Other and select the format you wish to save the document as



Once finished please ensure you sign out rather than “disconnect”, this can be done by clicking start then your photo and sign out or by clicking start and typing “logoff”





This ensures the server is not left with multiple people logged in slowing it down for others who may be working from home.