

# eMailShip

## Data Export and Import Guide

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**Introduction**

This document explains to an eMailShip user how to copy data (account numbers, Shipper address, Address Book etc.) from one eMailShip PDF to another.

This process is usually followed when a new version of eMailShip is available and the user wishes to copy the data from their existing eMailShip PDF to the new eMailShip PDF.

Note: If the new eMailShip PDF already contains some data, it will be over written by the new data.

If you use Adobe Reader 11 or below follow the instructions in section 1 Adobe Reader 11 and below  
 If you use Adobe Reader DC, follow the instructions in section 2 Adobe Reader DC

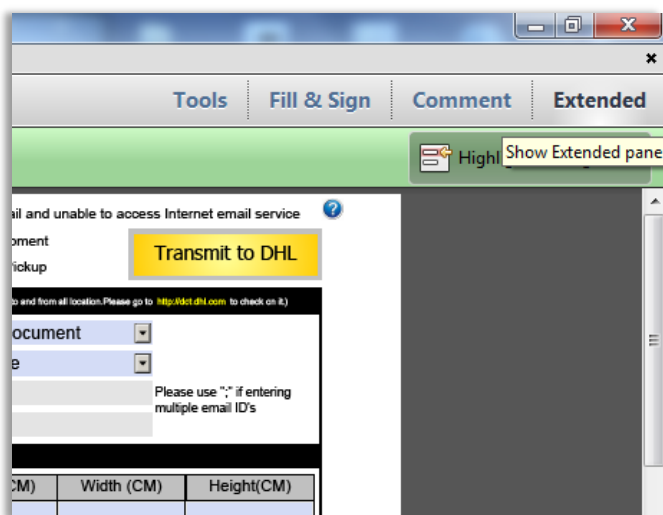
**1. Adobe Reader 11 and below**

Follow these instructions if you use Adobe Reader 11 or below

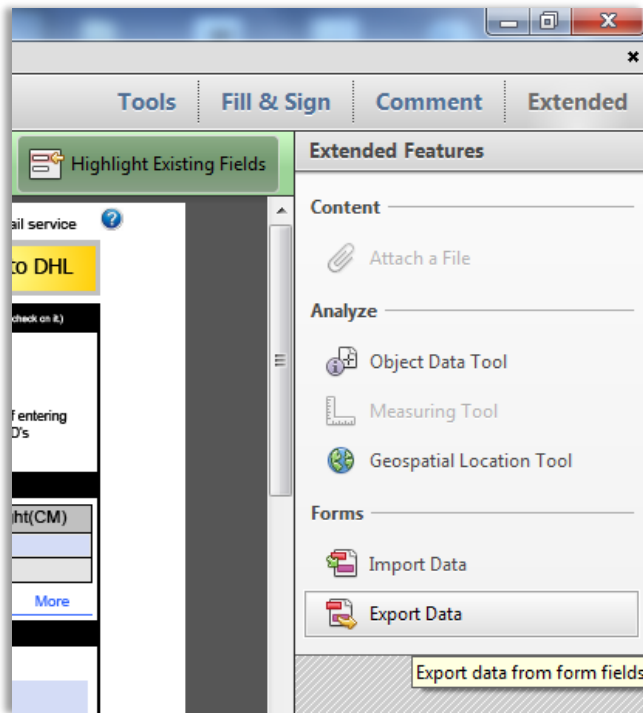
**1.1 Exporting the Data**

This process saves (exports) the data (account numbers, shipper address, Address Book etc.) from your eMailShip PDF to your PC

1. Open your existing eMailShip PDF
2. Click on the **Extended** button in the top right of the Adobe Reader.

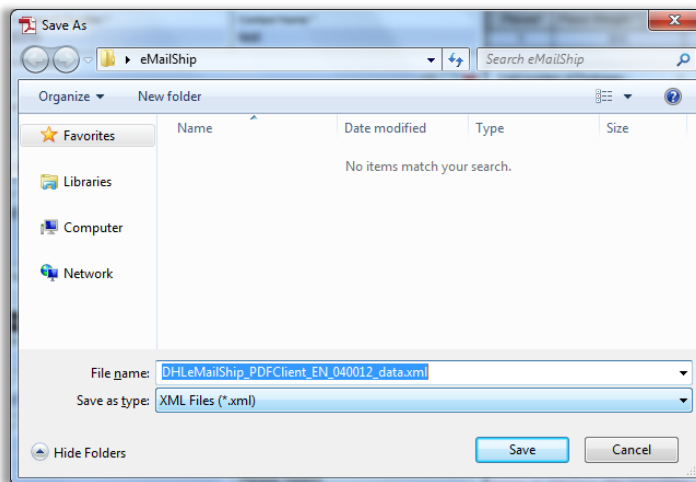


3. Click on **Export Data** in the Extended Features pane



4. Browse to where you want to save the file.

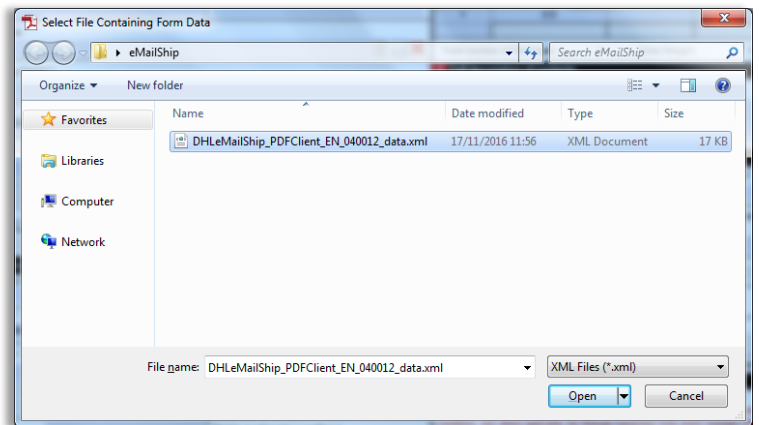
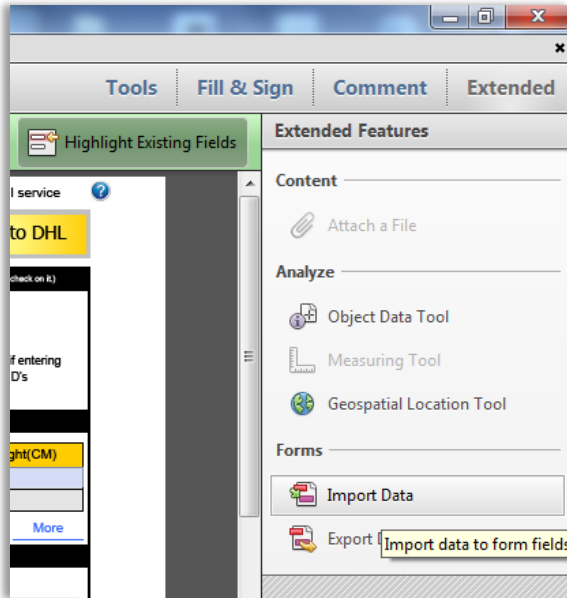
5. Click on **Save**



## 1.2 Importing the Data into your new eMailShip

This process copies (imports) the data (account numbers, shipper address, Address Book etc.) from the file you just saved to your new eMailShip.

1. Open the new eMailShip PDF
2. Click on the **Extended** button in the top right of the Adobe Reader.
3. Click on **Import Data**
4. Browse to the file you just saved and click on **Open**



5. The data will be copied into the new eMailShip PDF

6. Save the eMailShip PDF. You can now use eMailShip

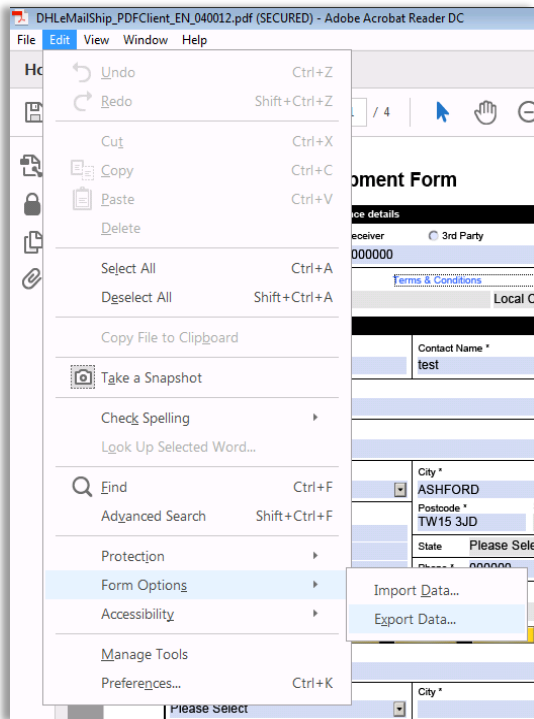
## 2. Adobe Reader DC

Follow these instructions if you use Adobe Reader DC

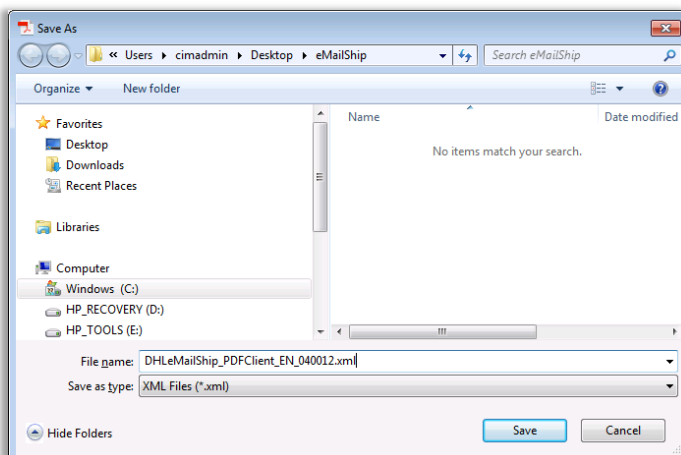
### 2.1 Exporting the Data

This process saves (exports) the data (account numbers, shipper address, Address Book etc) from your eMailShip PDF to your PC

1. Open your existing eMailShip
2. Click on **Edit > Form Options > Export Data**



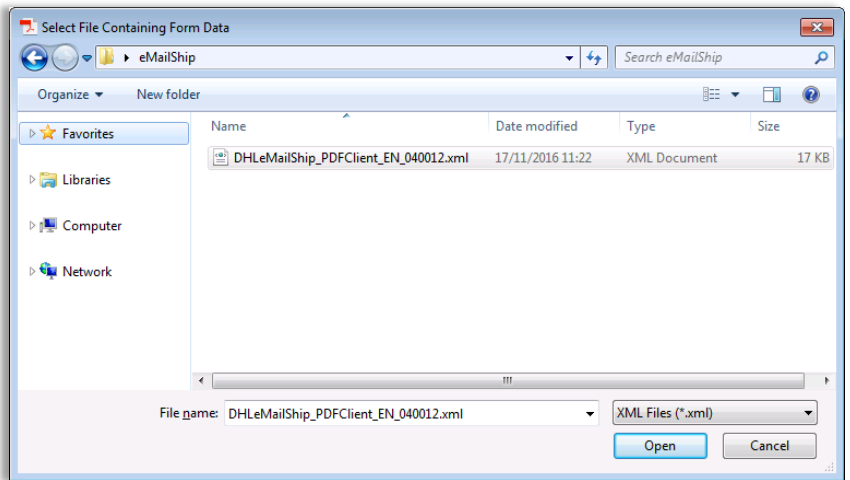
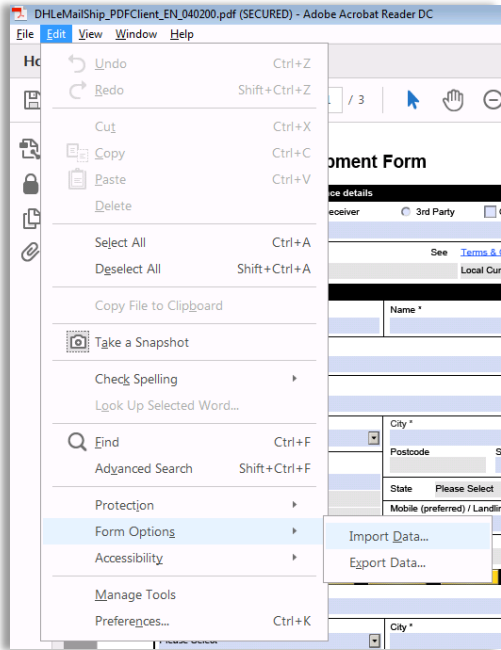
3. Browse to where you want to save the file
4. Click on **Save**



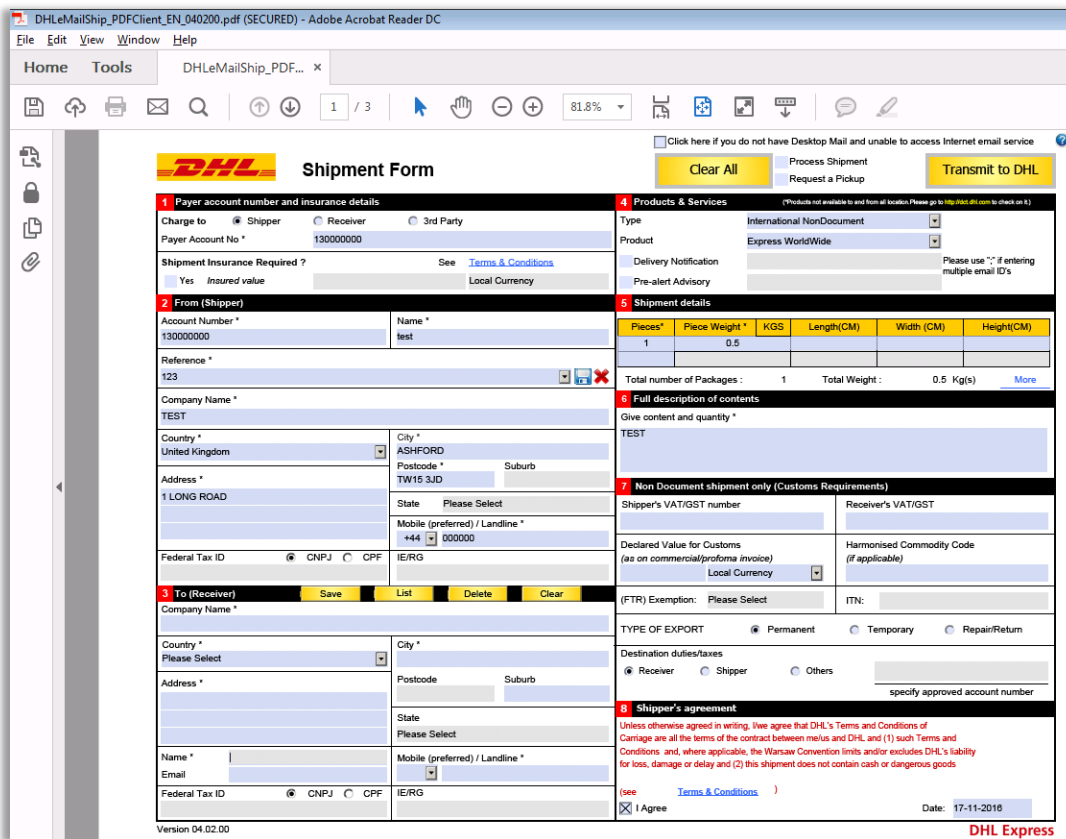
## 2.2 Importing the Data into your new eMailShip

This process copies (imports) the data (account numbers, shipper address, Address Book etc.) from the file you just saved to your new eMailShip.

1. Open the new eMailShip PDF
2. Click on **Edit > Form Options > Import Data**
3. Browse to the file you just saved and click on **Open**



4. The data will be copied into the new eMailShip PDF



5. Save the eMailShip PDF. You can now use eMailShip.