




# HOW TO

**Open the electronic-advanced Shipping Instructions PDF in the Adobe Reader.**

## Electronic-Advanced Shipping Instructions: eaSI

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| Booking I   | nt Closure | Vessels    | Port of Discharge, End of Transport | No. of Shipping Instructions (received at Hapag-Lloyd) | No. of Drafts |
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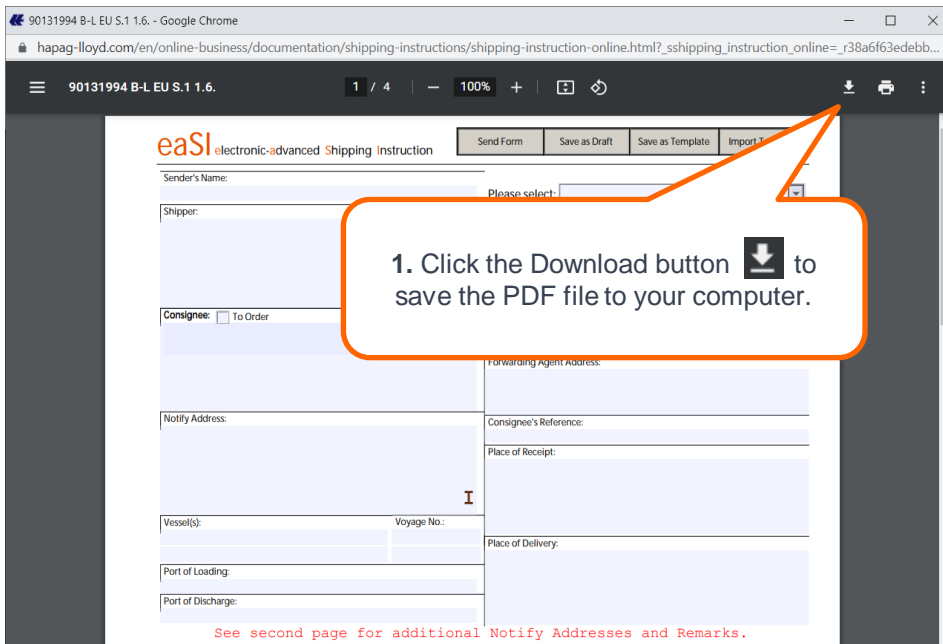
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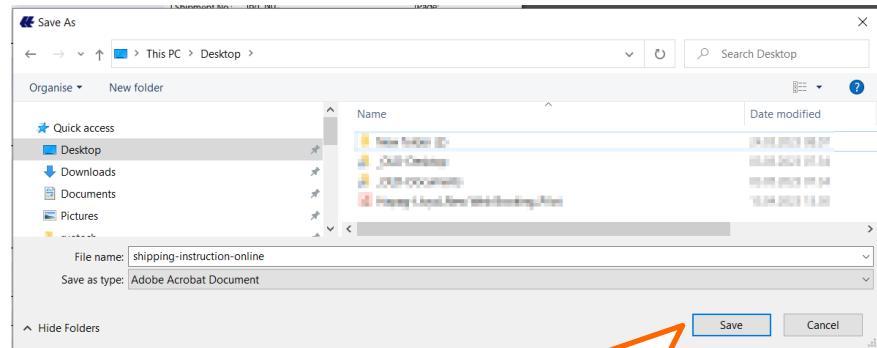
Mozilla Firefox



Microsoft Edge



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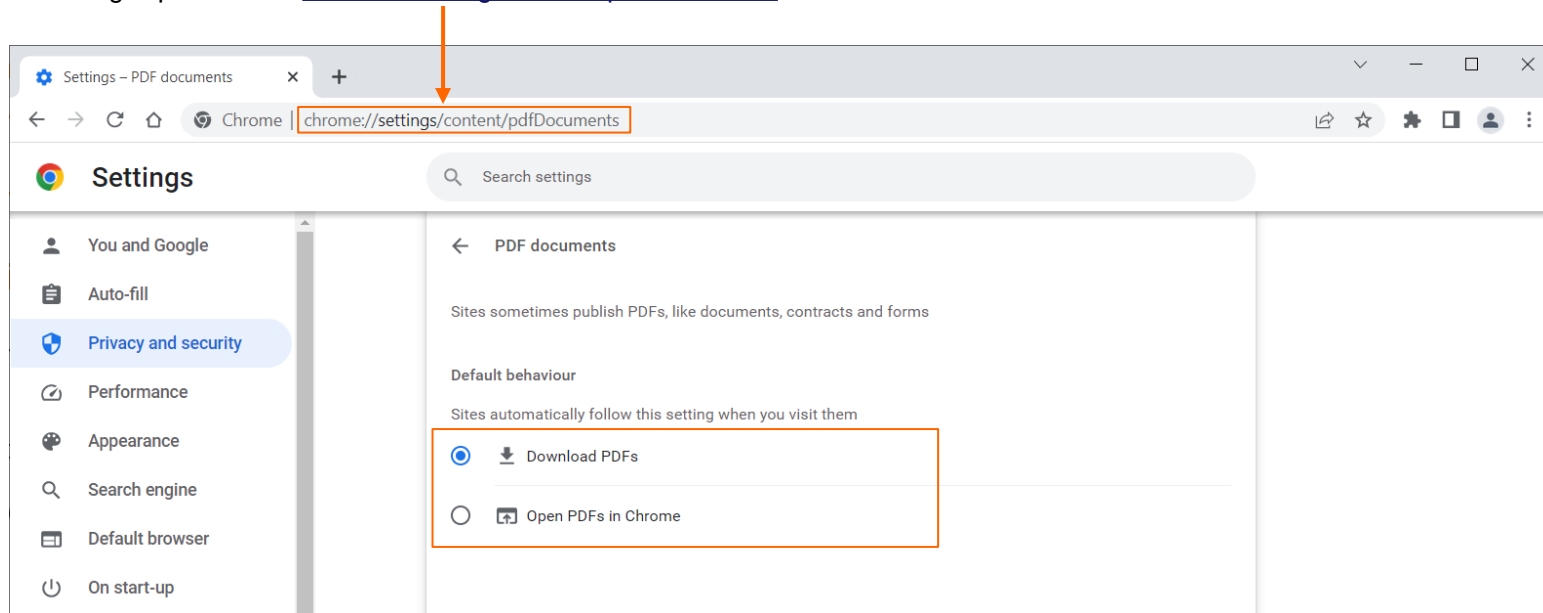
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Change settings for PDFs in Chrome ([click here](#))

## Change settings for PDFs?

In Google Chrome you can select between the option to directly 'Download PDFs' or 'Open PDFs in Chrome' (default). To change the settings open the site <chrome://settings/content/pdfDocuments> in Chrome.





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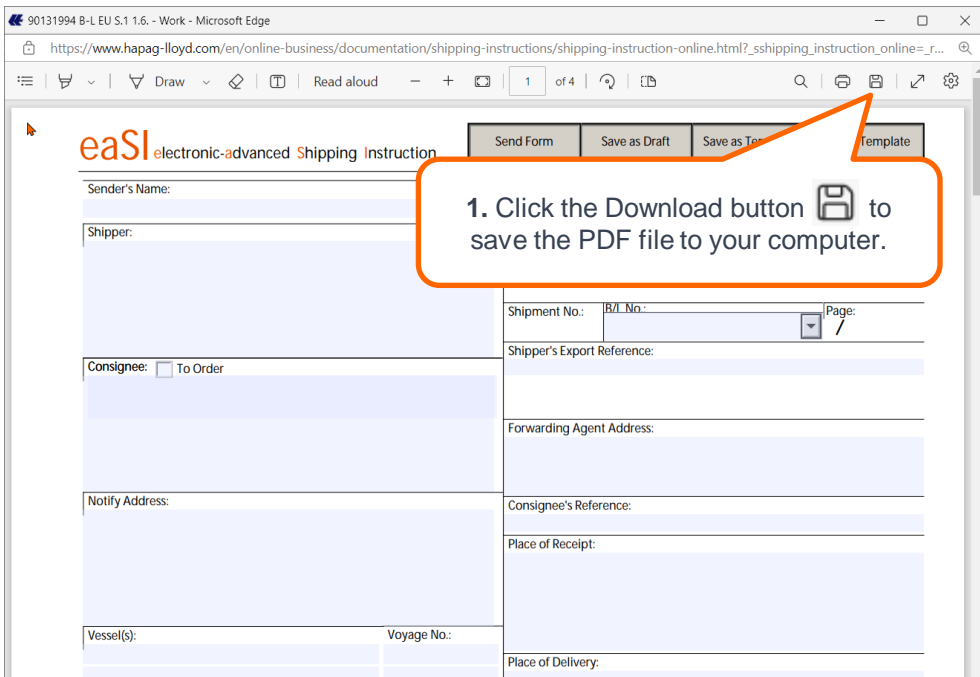
Change settings for PDFs in Firefox ([click here](#))



## Change settings for PDFs?


- 1 Open the Settings
- 2 Search in the settings for 'PDF'
- 3 Select your preferred option e.g. to open PDFs directly in Adobe

The screenshot shows the Firefox Settings page with the search bar containing 'PDF'. The search results are displayed under the 'Applications' section. The 'Portable Document Format (PDF)' row is selected, and the 'Action' dropdown menu is open, showing options like 'Open in Firefox', 'Use Windows default application', and 'Use Adobe Acrobat Reader'. The 'Use Adobe Acrobat Reader' option is highlighted with a red box. A sidebar menu on the right shows 'Settings' selected with a red circle '1' next to it. A red circle '2' is next to the search bar, and a red circle '3' is next to the 'Use Adobe Acrobat Reader' option.



eaSI electronic-advanced Shipping Instruction

Send Form Save as Draft Save as Template

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Sender's Name:

Shipper:

Shipper's Export Reference:

Forwarding Agent Address:

Consignee's Reference:

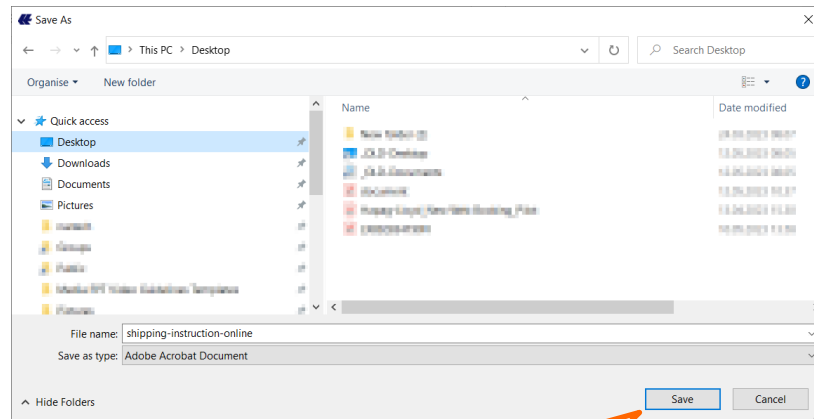
Place of Receipt:

Place of Delivery:

Consignee:  To Order

Notify Address:

Vessel(s): Voyage No.:



Save As

This PC > Desktop

File name: shipping-instruction-online

Save as type: Adobe Acrobat Document

Save Cancel

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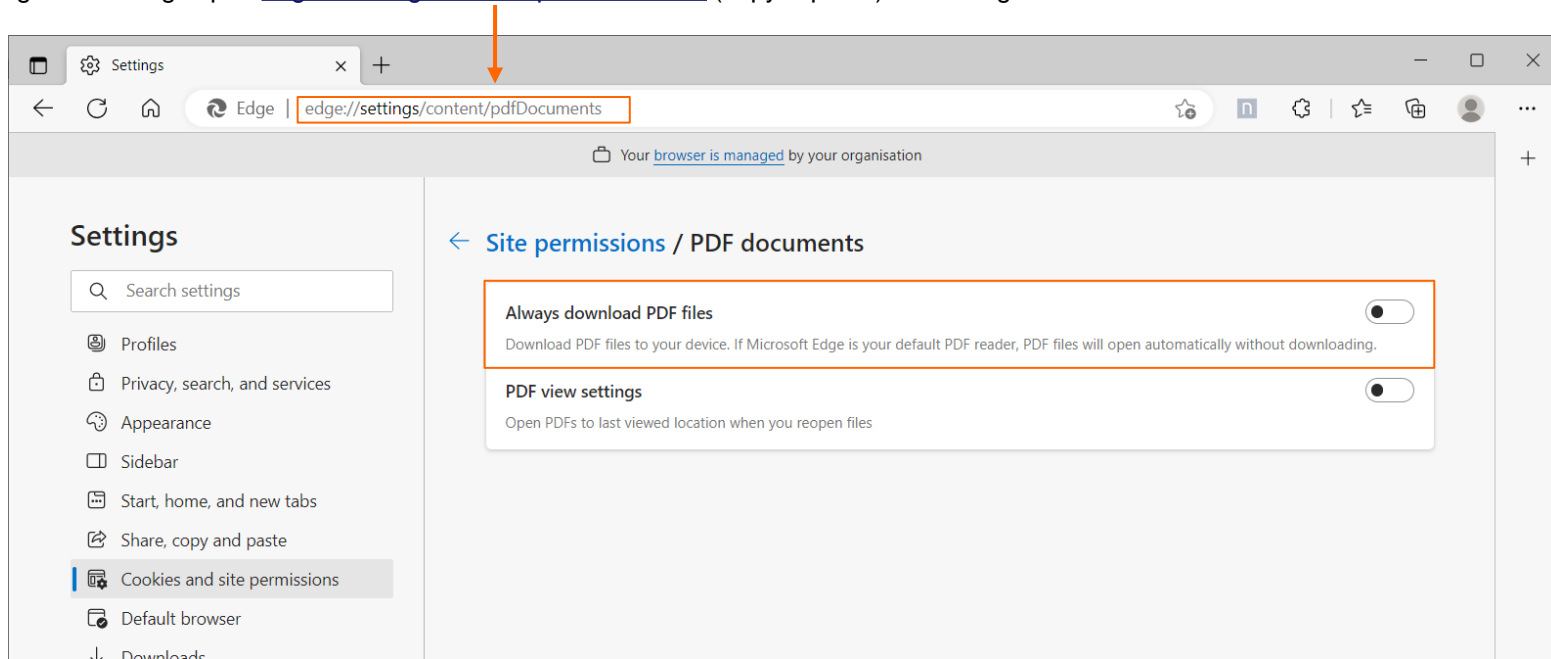
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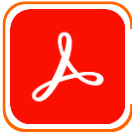
Change settings for PDFs in Edge  
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## Change settings for PDFs?

In Microsoft Edge you can select in the settings if Edge should 'always download PDF files' or not (default, PDFs are opened by the browser)  
To change the settings open <edge://settings/content/pdfDocuments> (copy & paste) in the Edge browser:

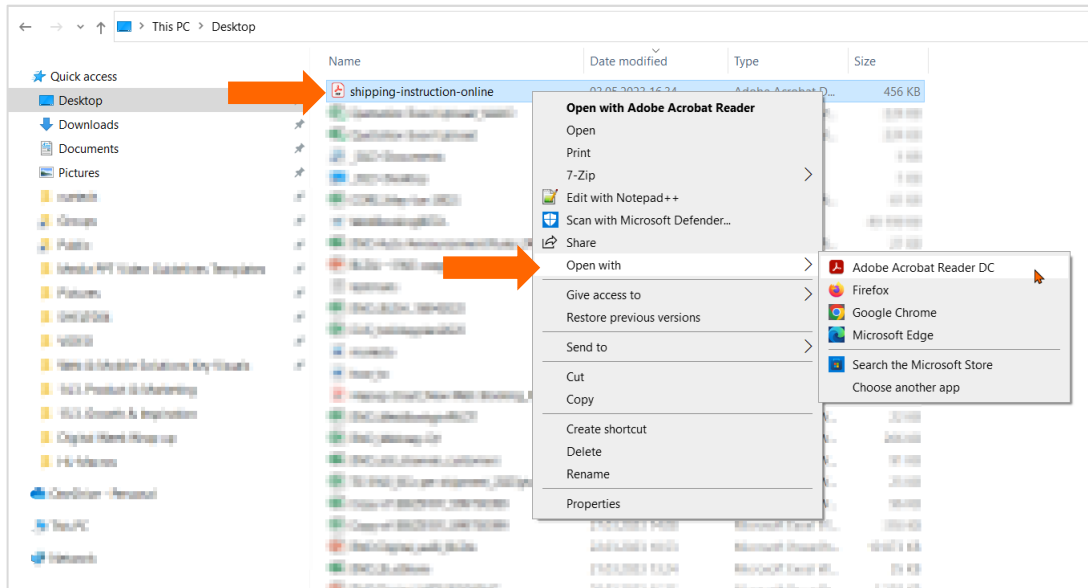






To locate the file, check your Desktop, Download folder or the specific location where you saved it. Open from there the PDF in Adobe Reader.

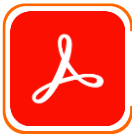
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Check the version of Adobe Reader  
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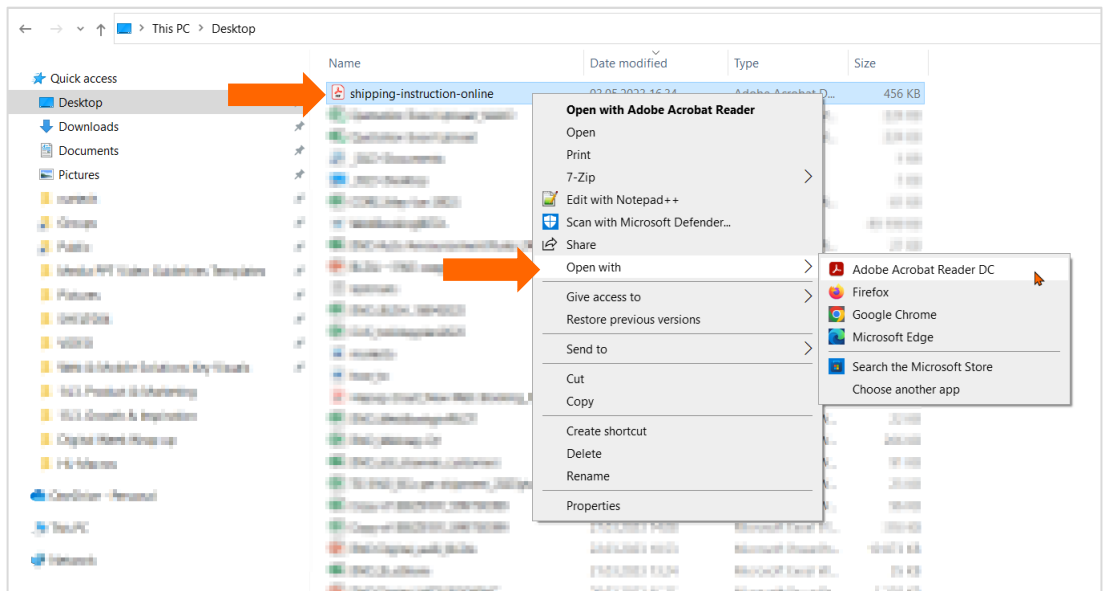


Change Windows default app for PDFs  
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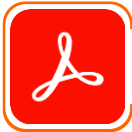
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Check the version of Adobe Reader  
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Change Windows default app for PDFs  
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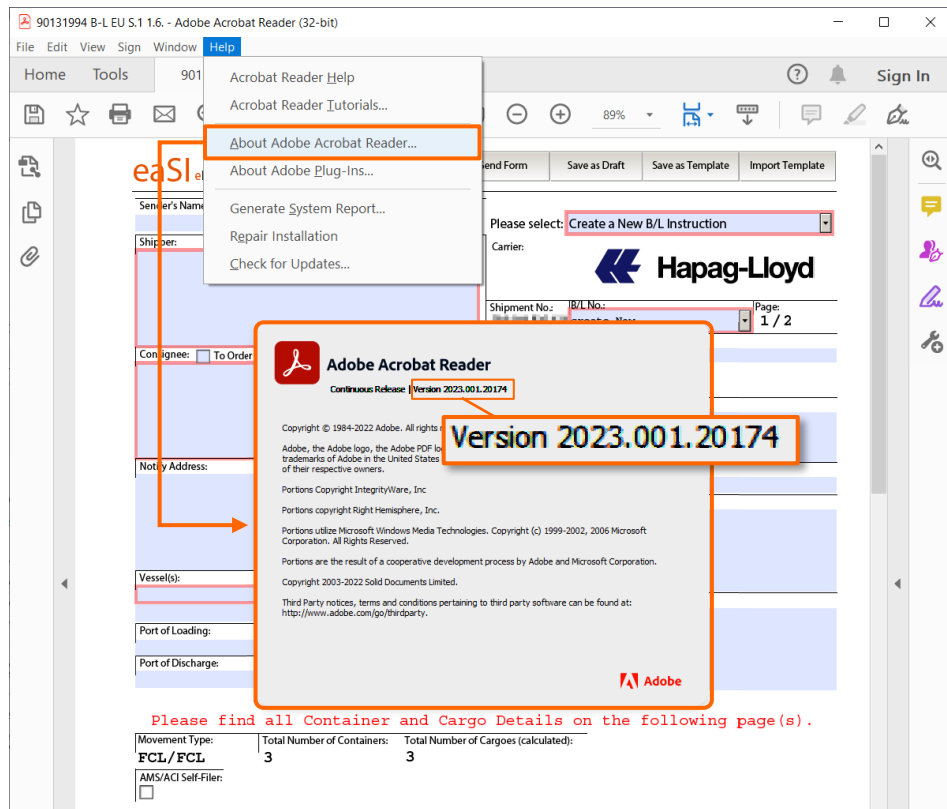


## Check the version?

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To check which version of Adobe Acrobat Reader is installed on your computer, you can follow these steps:

1. Open Adobe Acrobat Reader on your computer.
2. Click on the **"Help"** menu in the top toolbar of the application.
3. Select **"About Adobe Acrobat Reader..."** from the drop-down menu.
4. A pop-up window will appear displaying the version of Adobe Acrobat Reader that is installed on your computer.
5. To close the pop-up window press the **"Esc"** key on your keyboard.





## Set as default PDF viewer?

1. On the Windows Start menu, select **Settings > Apps > Default apps**
2. Scroll down to find the **Choose default applications by file type** option and click on it.
3. Scroll down further until you find the **.pdf** file type and click on it.
4. Click on the current default application to open a list of other available applications.
5. Click on **Adobe Acrobat Reader** from the list.

The image shows two screenshots of the Windows Settings application. The left screenshot displays the 'Default apps' section, where the 'Choose default applications by file type' option is highlighted with a red box. An orange arrow points from this box to the right screenshot. The right screenshot shows the 'Choose default applications by file type' screen, where the '.pdf' file type is selected and highlighted with a red box. Below it, a list of applications is shown, with 'Adobe Acrobat Reader DC' highlighted. A red box also highlights the 'Choose an application' dialog box that appears over the list, showing 'Adobe Acrobat Reader DC' as the selected option.