

- The new JM Assembly Plates can be created by anyone who has Adobe® Acrobat® software. The following directions will instruct you how to create and then save your product selections and assembly graphic that cannot be altered.
- Save the JM Assembly Plate document to your computer, **do not** work on the document directly from the JM web site. Start the program you use to work on the JM Assembly Plate document and open the "saved" document.
- When first opening a JM Assembly Plate file, a list of "layers" appears on the left side and the assembly diagram and JM product lists appear on the right. All layers are turned on by default which causes text to be stacked on top of other text. As you turn off the layers that don't apply to your assembly the stacked text will disappear.
- First, create a roof assembly diagram by using the pdf layers shown on the left, de-select the components and deck types that do not apply to your assembly by clicking on the "eye" icon at each layer. As you turn off unnecessary layers, the assembly components that don't apply to your assembly will disappear. The result is a roof assembly diagram and list of JM products that you can use for your submittal package.
- Next, select the specific JM products for your assembly from the JM Product lists by clicking on the box next to the product name. Zooming in on the JM product lists makes selecting the products easier.
- All underlined text within the JM Assembly Plate documents are hyper links to JM product data sheets, application and guarantee documents on the JM web site [www.jm.com](http://www.jm.com). Move your cursor over the text and click the link to be connected to that document. This feature will allow you to create a complete submittal package including all necessary JM documentation and data sheets required for your project.
- To enter your Project Name, Location and Number information to the JM Assembly Plate, double click inside the project information dialogue box and type the appropriate information.
- If you are using Adobe Acrobat Reader, print to pdf. Start the print process and in the Print screen select "Adobe PDF" as your printer. Print the document and this will create a .pdf document that retains all of the changes and selections you have made to the assembly plate, but does not have layers or hyper links to the JM web site.
- If you have the full version of Adobe Acrobat Pro® you can create an Archivable pdf file. This feature retains all of the changes and selections you have made to the Assembly Plate, does not have layers, but keeps all the hyperlinks to the JM website. To do this save your finished assembly plate by performing a "save as" function. Click on the File pull down menu at the top of the screen and select "save as". Give the document a unique file name and click on the down arrow next to the Save as type: window. Select the PDF/A (\*.pdf) option and click on SAVE.