

Recommended Workstation Requirement of e-Memorial Form

CPU	Intel Pentium 4 2.8GHz or above processor or equivalent
Operating System	Windows XP/ Windows Vista / Windows 7
RAM	2GB or above
Software	<p>Adobe Reader (Traditional Chinese) X or above, and <u>corresponding</u> Adobe Reader Korean Font Pack* and Simplified Chinese Font Pack (for inputting Simplified Chinese characters)</p> <p>Adobe Reader and the 2 Font Packs are available for free downloading at the following respective locations:</p> <p>Adobe Reader X for Windows http://get.adobe.com/tw/reader/</p> <p>Adobe Reader X Font Pack – Korean* http://www.adobe.com/support/downloads/detail.jsp?ftpID=4882</p> <p>Adobe Reader X Font Pack - Simplified Chinese http://www.adobe.com/support/downloads/detail.jsp?ftpID=4883</p> <p>* In accordance with technical requirements by the software supplier of Adobe Reader, installation of Korean Font Pack is necessary for proper operation of the e-Memorial Form.</p> <p>The e-Memorial Form program has to be added to the trusted list of Adobe Reader before you can use the e-Memorial Form the first time. Please refer to the <u>Appendix</u> below for a step-by-step procedure.</p> <p>You may also refer to the following support website of Adobe Reader: http://help.adobe.com/en_US/acrobat/standard/using/WS0A9F02BE-0B04-4e37-B971-16EEB6FD318E.html</p>
Additional Software for e-Memorial Form (Data Import)	<p>Microsoft Office 2007 or above , or Microsoft Access Database Engine (applicable to workstations installed with Microsoft Office 2003) to facilitate transfer of data between Excel files and Adobe Reader</p> <p>Microsoft Access Database Engine: http://www.microsoft.com/download/en/details.aspx?id=13255</p> <p>Please also refer to the Frequently Asked Questions (FAQs) of e-Memorial Form on the Land Registry’s website for the points-to-note for preparing the source Excel file.</p>
Accessory	Laser printer with at least 600 x 600 dpi resolution
Others	Internet connection is required for using the auto-fill function of the enhanced e-Memorial Form

Procedure for Adding e-Memorial Form to Trusted List of Adobe Reader

Before you can use the enhanced e-Memorial Form and/or the e-Memorial Form (Data Import) [collectively referred to as “e-Memorial Form”] the first time, you are required to add the e-Memorial Form to the trusted list of Adobe Reader by following the steps below:

Step 1:

Before use, save the e-Memorial Form under any name at any location in your workstation. For easy retrieval, it is recommended that you save all the e-Memorial Form files in a single folder/sub-folder of a particular drive (e.g., save the file named “e-Memorial Form LR152A.pdf” in a folder named “Registration” in Drive C: of your workstation).

Step 2:

Open the e-Memorial Form and select “Edit” > “Preference” from the menu bar (**Screen 1**).

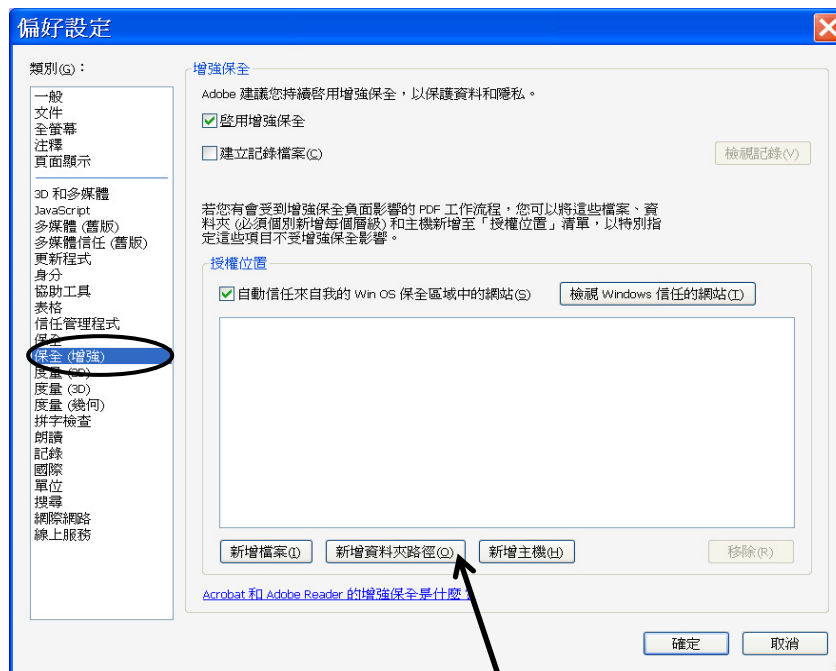
Screen 1



Step 3 :

Select “Security (Enhanced)” from “Category” on the left, then select the "Add Folder Path" option (**Screen 2**).

Screen 2



Step 4 :

Select the drive and folder [including all sub-folder(s)] containing the e-Memorial Form from the location shown on the dialogue box (**Screen 3**) and click “Confirm”.

Screen 3



The drive and folder [including sub-folder(s)] containing the e-Memorial Form (e.g., “C:\Registration\”) would be automatically added to the trusted list of Adobe Reader (**Screen 4**). Click “Confirm” to go back to the e-Memorial Form input screen.

Screen 4

