

About Nanokinetik NeeS TOC Builder v3.0

The NeeS TOC Builder is application used to create Tables of Content (TOC) for electronic submissions in the NeeS format.

Key points of Nanokinetik NeeS Toc Builder:

- Very easy to install
- Very easy to use
- Ideal approach for decentralised submissions
- Passes all Pass/Fail and Best Practice criteria:
 - Creates hyperlinked tables of contents (TOCs) in PDF v1.4.
 - All hyperlinks are made according to the latest NeeS criteria.
 - All hyperlinks created are relative.
 - All hyperlinks have the 'inherit zoom' level set.
 - The PDF's for the TOCs have 'fast web view' active.
- Improved navigation aids in the tables of contents: back link 
- Customisable header in all TOCs with Company name

Download Instructions:

Click the link below to find the latest version of NeeS TOC Builder:

<http://nees-toc-builder.nanokinetik.com/>

Support:

If there is any problem with the product installation or key activation please contact Nanokinetik technical support at support@nanokinetik.com.

Supported operating systems

Nanokinetik NeeS TOC Builder is supported on the following operating systems:

- Windows 10
- Windows 8
- Windows 7
- Windows Vista
- Windows XP Service Pack 3

Installation Prerequisites

The User that performs the installation must have Administrative privileges, or Administrative account credentials must be provided during the installation process.

A PDF viewer application (Adobe Acrobat Reader or similar tool) should be installed on the target computer.

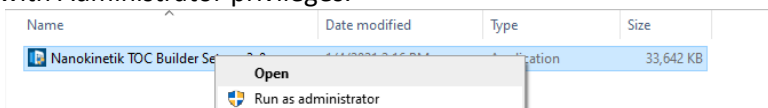
Installation Instructions

1. Uninstall old Nanokinetik NeeS TOC Builder version (if you already use the NeeS TOC Builder):

- a. Go to the MS Windows Control Panel
- b. Choose *Programs and Features* (Windows 10/8/7 and Windows Vista Users) or the *Add/Remove Programs* (Windows XP Users) option, depending on the MS Windows version you are using
- c. In the list of installed programs select 'Nanokinetik NeeS TOC Builder'
- d. Right click on '*Nanokinetik NeeS TOC Builder*' and choose '*Uninstall/Change action*' from the menu
- e. Wait until the uninstallation process finishes. Click on the '*Close*' button when the uninstallation process is completed to finish the uninstallation process.
- f. Close the Control Panel.

2. Install the new Nanokinetik NeeS TOC Builder version 3.0:

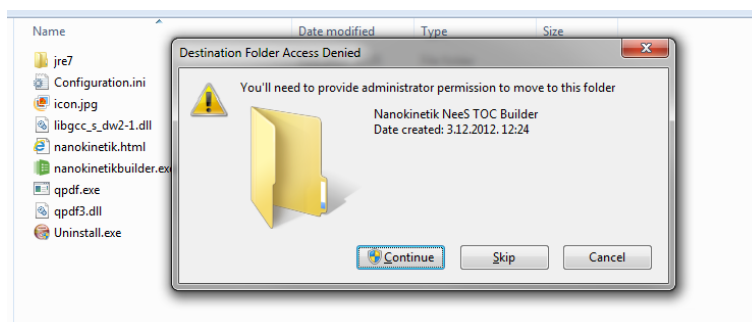
- a. Download Nanokinetik NeeS TOC Builder installation package and save it to your local hard drive.
- b. Double click on Nanokinetik NeeS TOC Builder installation package. If you are a Windows user without Administrator privileges, right click on Nanokinetik NeeS TOC Builder installation package and choose option '*Run as administrator*' to be able to install application with Administrator privileges.



- c. Click on *I Agree* in *License Agreement* dialog
- d. Click on *Next* in *Choose Component* dialog
- e. Click on *Install* in *Choose Install Location* dialog
- f. Click on OK when installation is completed
- g. Click on *Close* in *Installation Complete* dialog

3. Activate your licence. Copy your license key **nanokinetik.key** (attached to registration email) to Nanokinetik NeeS TOC Builder installation folder ('C:\Program Files (x86)\Nanokinetik NeeS TOC Builder'):

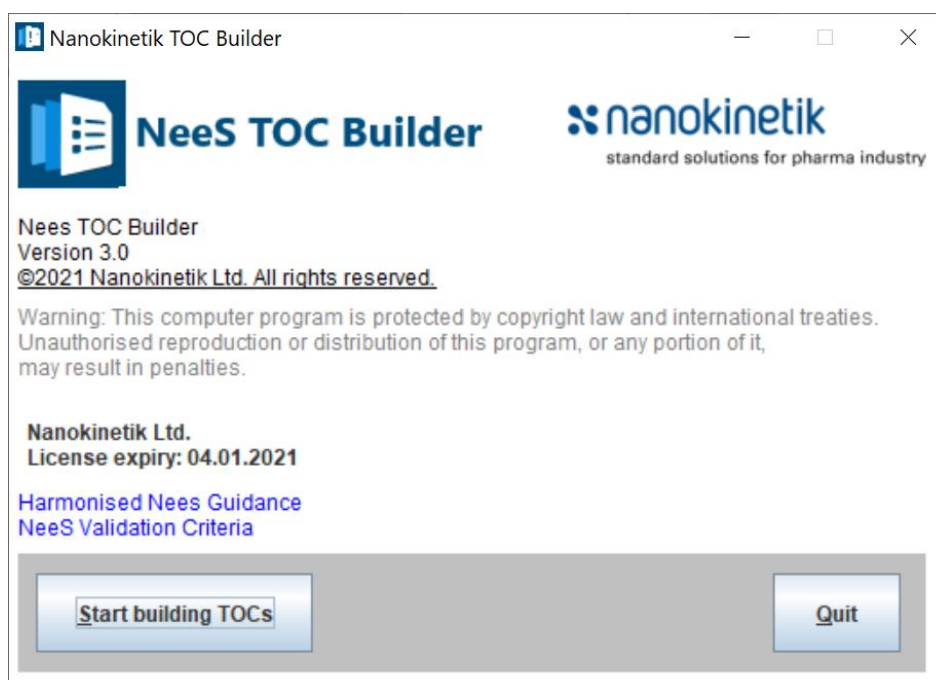
- a. Save your license key **nanokinetik.key** to your local hard drive
- b. Cut/Paste **nanokinetik.key** to Nanokinetik NeeS TOC Builder installation folder ('C:\Program Files (x86)\Nanokinetik NeeS TOC Builder')
- c. If *Destination Folder Access Denied* dialog appears, click on the *Continue* button



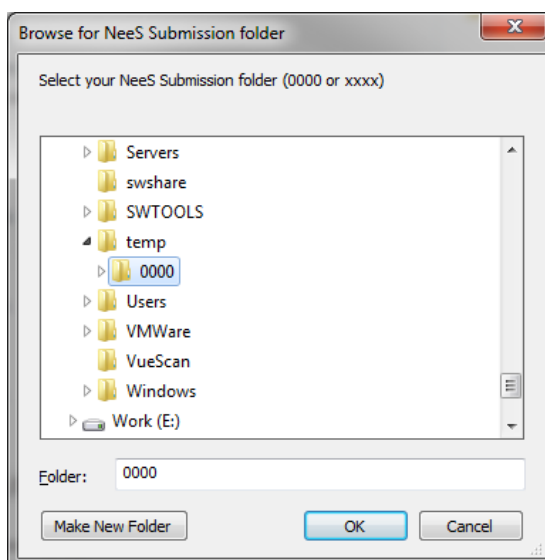
You will have to renew the license and acquire a new license key after expiration of the license. The expiration date of your license is written on the start-up application screen.

4. **Customize header appearance.** This is an optional step if you want to customize the appearance of header sections in the generated TOC files:
 - a. Save Configuration.ini (attached to registration email) to your local disk drive.
 - b. Open the Configuration.ini in the text editor and edit the part of first line that comes after the sign '=', this content will be displayed in the header of the TOCs.
 - c. Save the changes, close the text editor, and copy the file to the folder „C:\Program Files (x86)\Nanokinetik NeeS TOC Builder“.
 - d. If *Destination Folder Access Denied* dialog appears, click on the *Continue* button.

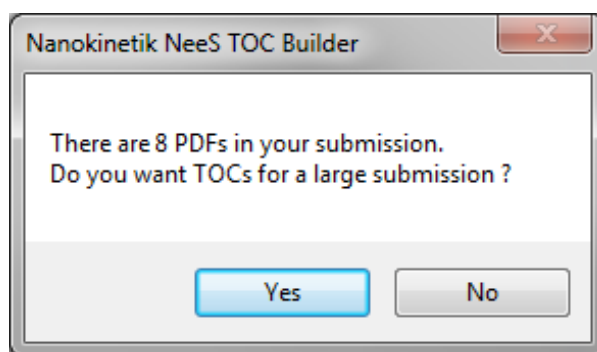
5. **Launch the application.** Go to the Start menu to launch the ***Nanokinetik NeeS TOC Builder*** application.
 - a. On the splash screen you should see that the product is registered if you registered application with a valid key (in step 3).



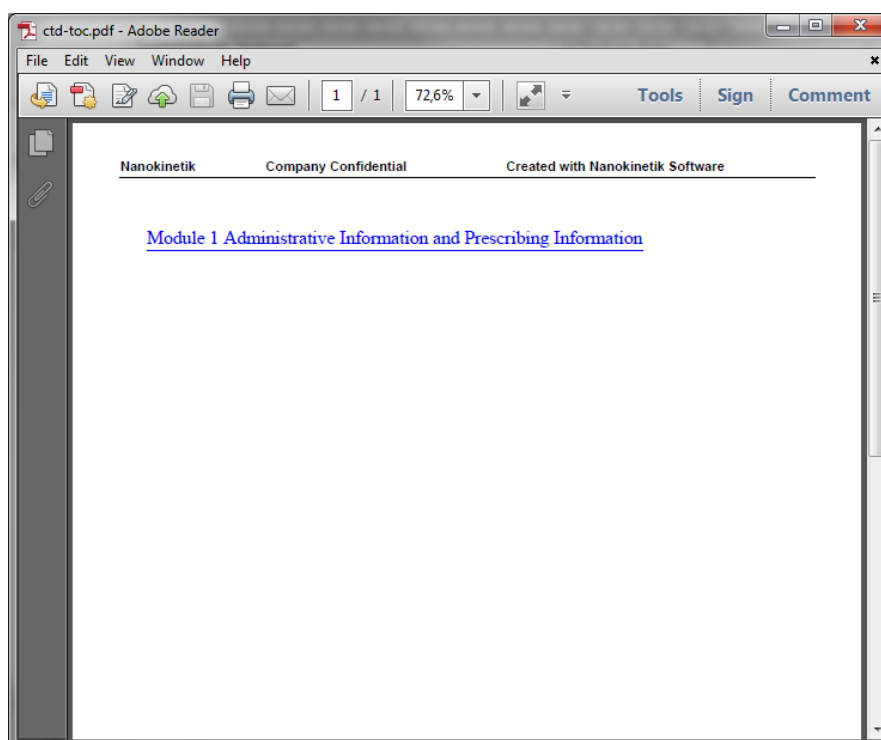
- b. Choose 'Start Building TOCs' to start your work. **Be sure that no existing PDFs of the submission are open.**
- c. **Browse for NeeS Submission folder** dialog will appear, choose the root folder with the sequence number (xxxx) for the submission click to create.



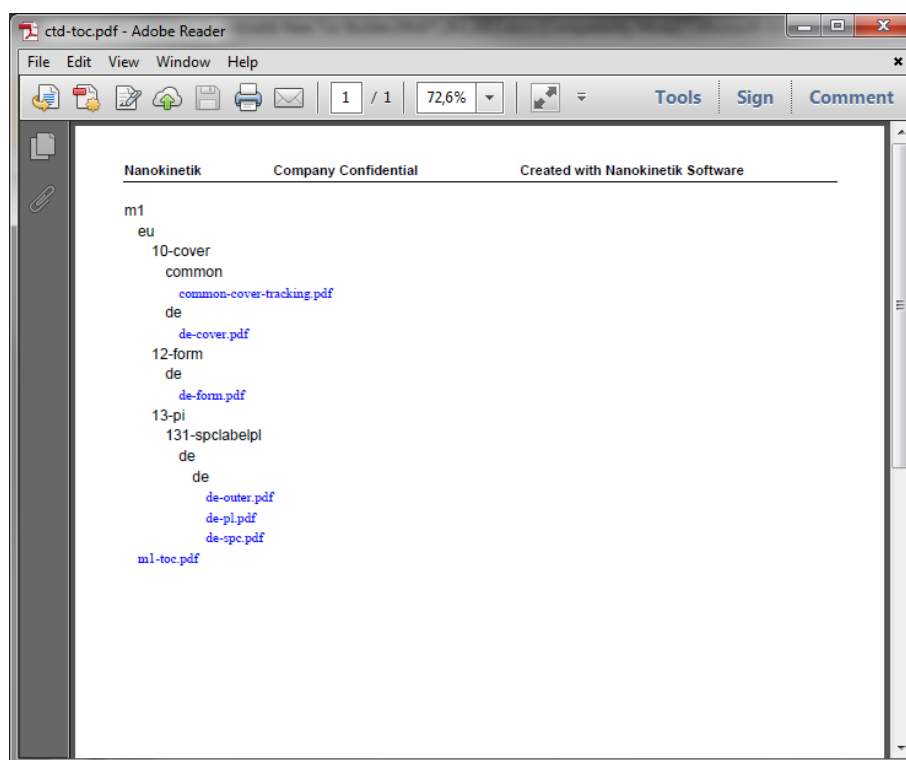
- d. Click OK to create TOCs.
- e. A large submission dialog will appear:



Choose option **Yes** if you want to create TOCs for a large submission that contains more than one Module. In that case the generated **ctd-toc.pdf** will contain only links to the TOC of each Module in your submission:

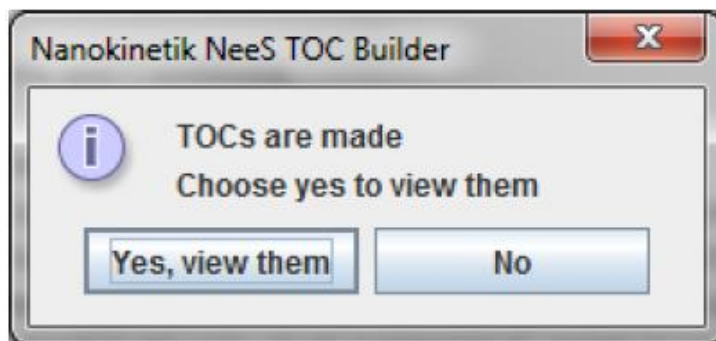


If you choose option **No**, the generated **ctd-toc.pdf** will contain also TOC content for each module in the submission (in this example m1-toc.pdf):



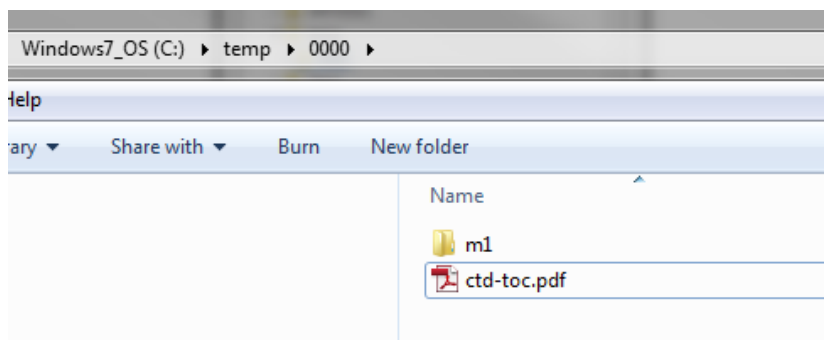


- f. TOCs are made dialog will appear after few seconds.



Choose option **Yes, view them** if you want to display created TOCs in your default PDF viewer.

- g. You will find the generated TOC document **ctd-toc.pdf** in the sequence root folder 'xxxx' that you have selected in step c).



- h. Use the **Quit** button to exit the application.

Note:

The application will overwrite existing TOCs without warning if they already exist on your disk in the selected sequence folder.