

Saving PDF Forms in Adobe Reader

USER'S GUIDE

OVERVIEW

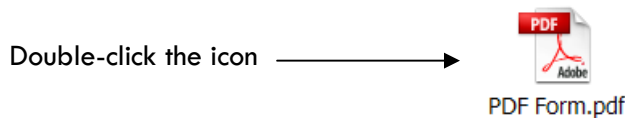
Adobe Acrobat Professional provides the means to create and publish forms for distribution and data collection. When published, PDF forms can be opened, edited, and saved by users equipped only with Adobe Reader. Saved forms can then be re-opened and edited or electronically sent via eMail attachment. This document describes how to open, edit, and save published Adobe PDF forms using the Adobe Reader utility.

To download a free copy of Acrobat Reader, follow this link:

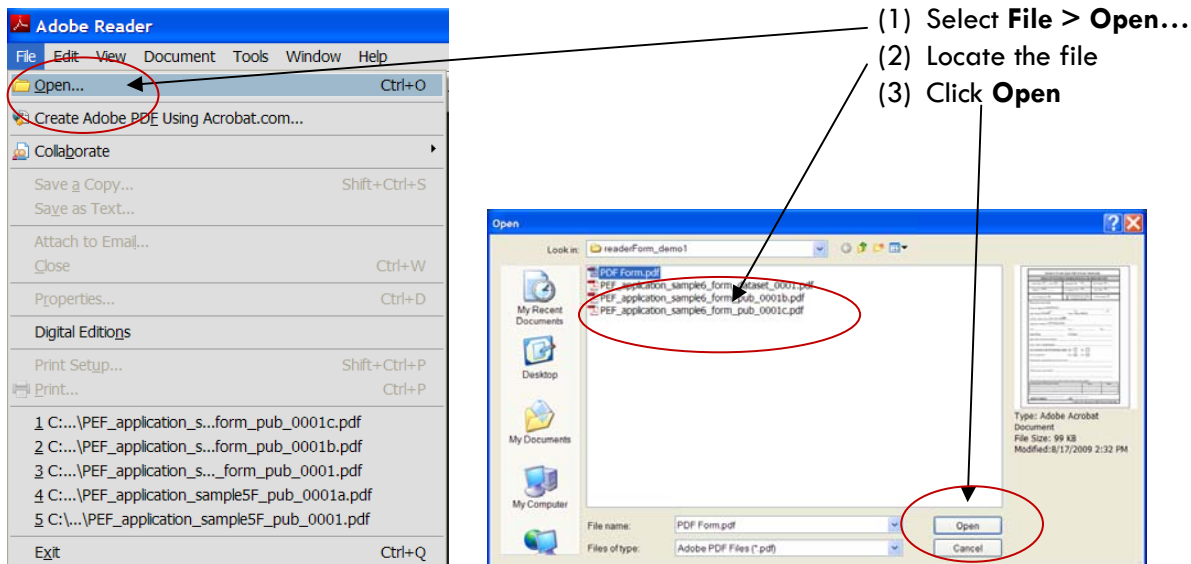
<http://www.adobe.com/products/reader/>

HOW-TO GUIDE

To open a published Adobe PDF form, double-click the form's icon.

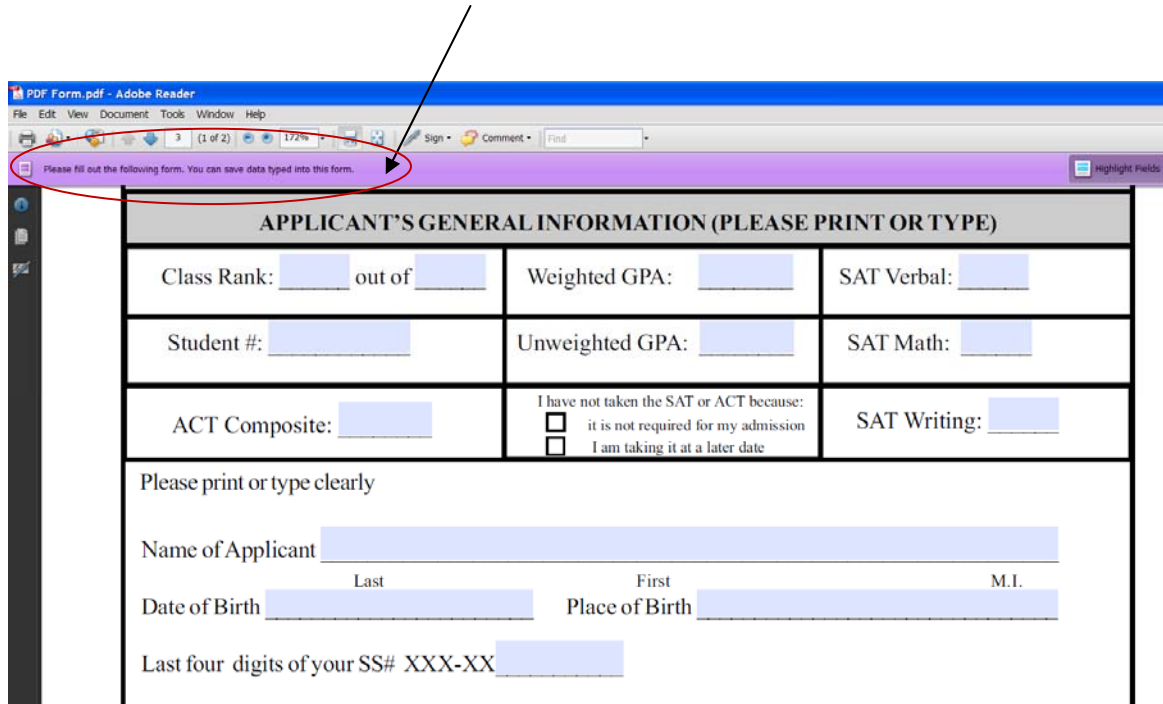


Or, from within Adobe Reader, open the file:



If the PDF form is correctly published for Adobe Reader, the following information bar will appear at the top of the form. NOTE: Not all PDF forms are published for editing and saving with Adobe Reader. If the information bar does not appear, the data most likely cannot be saved:

Please fill out the following form. You can save data typed into this form.

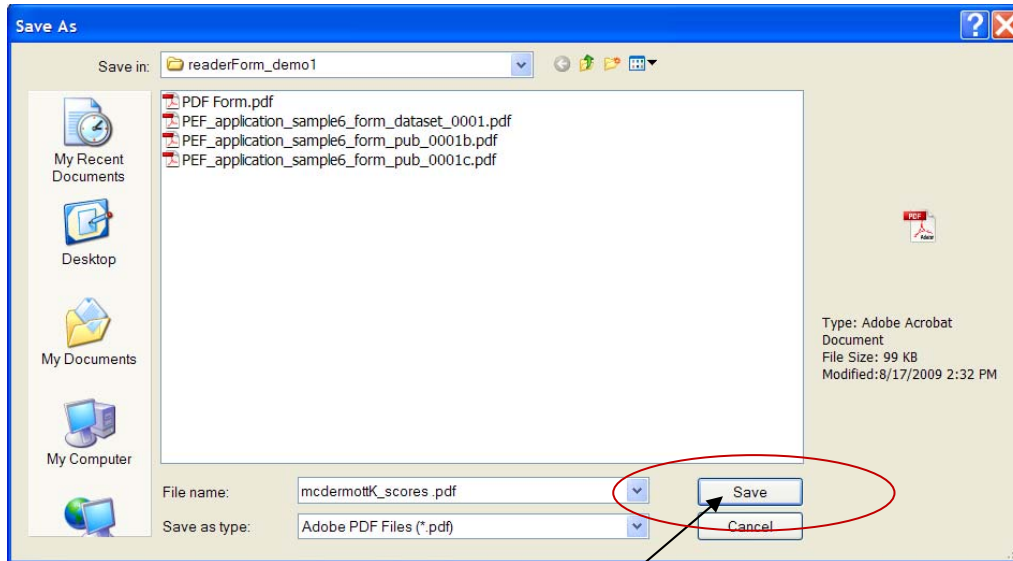
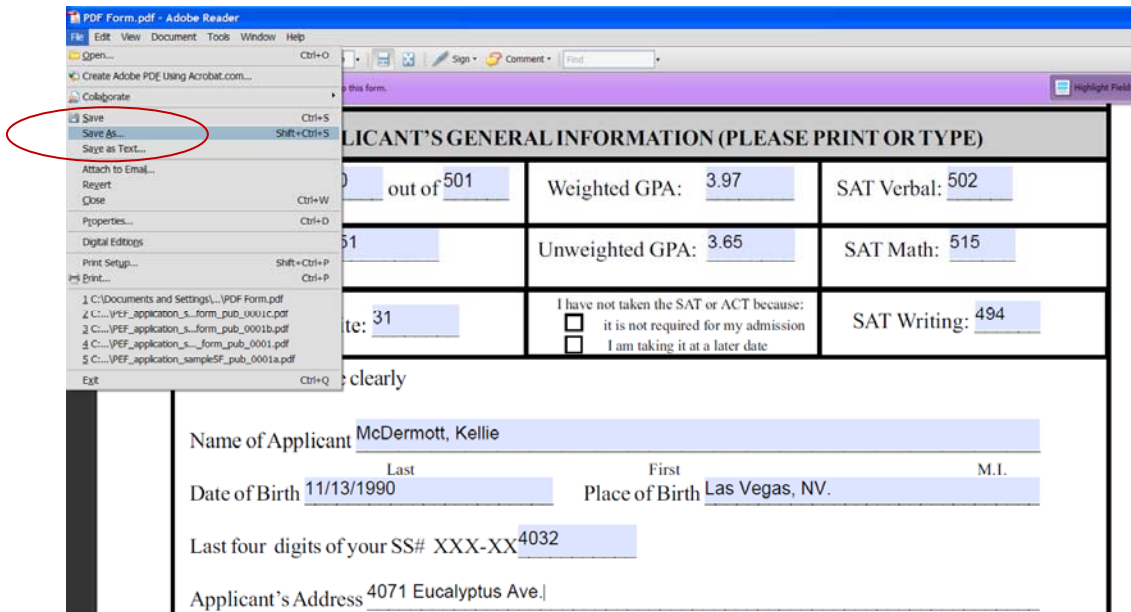


The screenshot shows the Adobe Reader interface with a PDF form open. At the top, a message bar reads: "Please fill out the following form. You can save data typed into this form." Below this is the form titled "APPLICANT'S GENERAL INFORMATION (PLEASE PRINT OR TYPE)".

APPLICANT'S GENERAL INFORMATION (PLEASE PRINT OR TYPE)		
Class Rank: _____ out of _____	Weighted GPA: _____	SAT Verbal: _____
Student #: _____	Unweighted GPA: _____	SAT Math: _____
ACT Composite: _____	I have not taken the SAT or ACT because: <input type="checkbox"/> it is not required for my admission <input type="checkbox"/> I am taking it at a later date	SAT Writing: _____
Please print or type clearly		
Name of Applicant _____		
_____ Last	_____ First	_____ M.I.
Date of Birth _____	Place of Birth _____	
Last four digits of your SS# XXX-XX _____		

After completing the form, save a copy of the file by selecting **File > Save As...**, naming the file, then saving to the folder location of your choice;

Or just select **File > Save** to keep changes to the current file:



Click save after naming the file and locating the folder

The saved form can now be sent electronically via eMail attachment or edited at a later time. To re-edit the form, follow this procedure and save when finished.