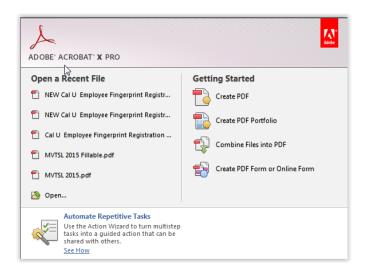
(Part 1)

Creating a fillable form with Adobe Acrobat Pro

Step 1: Open "Adobe Acrobat Pro".

Support Information	-
👗 Acrobat Reader DC	
💹 Adobe Acrobat Distiller X	
🚣 Adobe Acrobat X Pro	
🚳 Apple Software Update 🗤	=
🔒 Audacity	-
Blackboard Collaborate Launcher	
🐨 Default Programs	
📑 Desktop Gadget Gallery	
<i>i</i> Internet Explorer	
🕑 Mozilla Firefox	
Prismview Client PV9	
🎯 Safari	
Windows DVD Maker	
📻 Windows Fax and Scan	
😳 Windows Media Center	
🜔 Windows Media Player	
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AC3Filter	
Jaccessories	
Adobe LiveCycle ES2	
Adobe Master Collection CS6	
🕌 Alertus Technologies	
Business Explorer	-
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<u>Step 2:</u> Select the **"Create PDF"** option.



<u>Step 3:</u> Selected the desired file that you would like to convert then click the **"Open"** option.

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	Files of type:	All Supported Formats	•	Cancel	

<u>Step 4</u>: The converted file will now be opened within Adobe Acrobat Pro.

<u>Step 5:</u> Select the **"Tools"** menu option within Adobe Acrobat Pro and expand the menu as indicated below.

	Tools Comment Share
	► Pages
*	► Content
^	▶ Forms
	Action Wizard
R	 Recognize Text
	Protection
Tools Comment Share	▶ Sign & Certify
	 Accessibility

Step 6: Select the "Create" option within the "Forms" menu

Tools Comment Share
► Pages
► Content
▼ Forms
😭 Create
ECreate PDF form or online form
🔁 Distribute
Track
Highlight Existing Fields
Clear Form
Hore Form Options

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<u>Step 7</u>: Select **"Save"** then browse to the desired save location and enter the desired name. Again select the **"Save"** option to complete this step.

	🔁 Save As		
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Adobe Acrobat	Desktop	Adobe Acrobat Document RLP APPROVED-Razak Abedalla-Spring 2015	
Before creating the form, the changes you made need to be saved. If you would like to save your changes and continue to create the form, please click Save. Otherwise, please click Cancel to cancel the operation.	Libraries	Josef Adobe Acrobat Document 205 SoftChalk Cloud Backup Instructions Adobe Acrobat Document	H
	() Network	SP_Proloquo Adobe Acrobat Document 434 KB	Settings
Save Cancel		File name: Imployee Engerprint Registration Form 551-2013 Imployee Save as type: Adobe PDF Files ("pdf) Imployee	Cancel

<u>Step 8</u>: Confirm that Adobe Acrobat Pro identified all the **"Fields"** correctly within the file as shown below.

<u>Step 9:</u> Within the **"Tasks"** menu select the **"Close Form Editing"** option. The will exist you from the form editor within Adobe Acrobat Pro.

▼ Tasks
Add New Field 🗸
🔁 Distribute
Track
Close Form Editing
Exit form editing mode (Shift+Ctrl+7)

(Part 2)

Preparing the fillable form accessed with Adobe Reader which is available to end users for free from Adobe web site.

Note: If these steps are not completed the form will not be fillable using Adobe Reader, individuals would need access to a licensed/purchased version of Adobe Acrobat Pro.

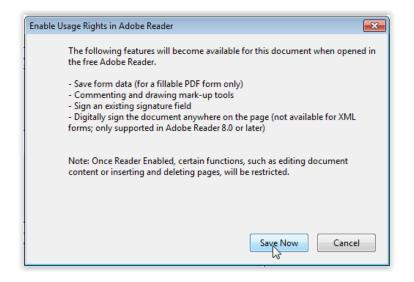
Step 1: Within Adobe Acrobat Pro select the "Save As" option from the "File" menu

File Edit View Window Help			
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<u>C</u> lose	Ctrl+W	Image •	Enable Additional Features
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4 C:\Users\\MVTSL 2015 Fillable.pdf			
5 C:\Users\dejuliis_cj\Desktop\MVTSL 2015.pdf			
Exit	Ctrl+Q		

Step 2: Select "Reader Extended PDF" and "Enable Additional Features..."

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<u>Step 3:</u> You will be prompted to select the **"Save Now"** option in order to enable these Adobe Reader Features.



<u>Step 4:</u> Select the desired save location and enter the desired name then click the **"Save"** button.

<u>Note:</u> It is extremely important that you save the file using a different name then used in "Part 1", "Step 7". The file being created within this step will no longer be modifiable within Adobe Acrobat Pro. In order to modify or make any changes to the fields within the form, you will need to open the original file that was saved in "Part 1", "Step 7". In addition, "Part 2" will need to be completed if any modifications are made to the original file saved from "Part 1", "Step 7".

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	SoftChalk Cloud Backup Instructions Adobe Acrobat Document
Computer	PDF SP_Proloquo
	Adobe Acrobat Document 434 KB
Network	TLC-Resource Loaner Form
	File name: V Cal U Employee Fingerprint Registration Fillable - Save
	Save as type: Acrobat PDF Files (*.pdf)

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