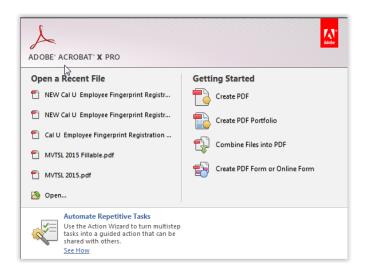
## (Part 1)

## 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          |   |
| < XPS Viewer                    |   |
| AC3Filter                       |   |
| Jaccessories                    |   |
| Adobe LiveCycle ES2             |   |
| Adobe Master Collection CS6     |   |
| 🕌 Alertus Technologies          |   |
| Business Explorer               | - |
| ▲ Back                          |   |
| , Duck                          |   |
| Search programs and files       | 0 |
|                                 |   |

**<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.

| ≽ Open        |                           |  |                          |        | ×   |
|---------------|---------------------------|--|--------------------------|--------|---|
| Look in:      | Nesktop                   |  | - 🕝 🌶 📂 🖽                | •      |   |
|               | 366 KE                    |  |                          | *      |   |
| Recent Places |                           | ecture Lyrics Handout<br>soft Word Document<br>3               |                          |        |   |
| Desktop       | JPG Fi<br>32.8 K          | e  |                          |        |   |
| Libraries     | Finger                    | Cal U Employee<br>print Registration For<br>soft Word Document |                          |        |   |
| Computer      | PASSH<br>CalU S<br>JPG Fi |  |                          | E      | Type: Microsoft Word Document<br>File Size: 55 KB<br>Modified:5/1/2015 11:01 AM |
| Network       | PASSH<br>JPG Fi<br>2.39 K |  |                          | -      | Settings  |
|               | File name:                | NEW Cal U Employee Fing  | erprint Registration   👻 | Open   |   |
|               | 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                   | <ul> <li>Recognize Text</li> </ul> |
|                     | Protection                         |
| Tools Comment Share | ▶ Sign & Certify                   |
|                     | <ul> <li>Accessibility</li> </ul>  |

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     |  |          |
|---|---------------|--|----------|
|   | Save in:      | 📃 Desktop 👻 🎯 🏂 📂  |          |
|   | Recent Places | Adobe Acrobat Document PASSHE VC Conference 2015 Sessions Adobe Acrobat Document Proposal 201653665 Proposal 201653665 Proposal 201637665 Proposal 20163765 Proposal 2016376 Proposal 2016376 Proposal 20164 Proposal 2016 | •        |
| Adobe Acrobat   | Desktop       | Adobe Acrobat Document<br>RLP APPROVED-Razak<br>Abedalla-Spring 2015   |          |
| Before creating the form, the changes you made need to be saved. If you would<br>like to save your changes and continue to create the form, please click Save.<br>Otherwise, please click Cancel to cancel the operation. | Libraries     | Josef Adobe Acrobat Document       205       SoftChalk Cloud Backup<br>Instructions       Adobe Acrobat Document   | H        |
|   | ()<br>Network | SP_Proloquo<br>Adobe Acrobat Document<br>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.

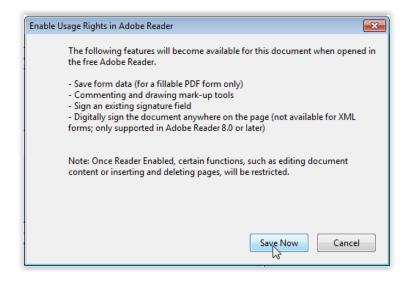
Step 1: Within Adobe Acrobat Pro select the "Save As" option from the "File" menu

| File Edit View Window Help  |        |   |  |
|---|--------|---|--|
| <u> </u>  | Ctrl+0 | 🖻 🐶 🗟 🖓 🗳   |  |
| 🔁 C <u>r</u> eate   | +      |   |  |
| 💾 Save  | Ctrl+S |   | 7  |
| Save <u>A</u> s   |        | PDF Shift+Ctrl+S                                  | ns panel in the Tools Pane on the right to send it to your recipients. |
| Share Files Using Sen <u>d</u> Now Online<br>Attach to Email                      |        | <u>R</u> educed Size PDF<br><u>C</u> ertified PDF |  |
| 🔄 Action <u>W</u> izard   | •      | Reader E <u>x</u> tended PDF                      | Enable Adding <u>T</u> ext in Documents (that are not fillable forms)  |
| Re <u>v</u> ert   |        | Optimized PDF                                     | Enable Commenting & Measuring  |
| <u>C</u> lose   | Ctrl+W | Image •   | Enable Additional Features   |
| Prop <u>e</u> rties   | Ctrl+D | Microsoft <u>W</u> ord                            | ee Background/Clearance  |
| 🖨 <u>P</u> rint   | Ctrl+P | <u>M</u> ore Options                              | ee Duekground Creatanee  |
| 1 C:\NEW Cal U Employ Form 5-1-2015.pdf<br>2 C:\NEW Cal U Employ2015 Fillable.pdf |        |   |  |
| 3 C:\Cal U Employee Fm 2-9-2015 CJD.pdf   |        |   | First Name   |
| 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".

| Save in:    | 📃 Desktop 🔹 😨 🎲 🖾 🔻  |
|-------------|--|
|             | Adope Acropat Document   |
| cent Places | PASSHE VC Conference 2015<br>Sessions<br>Adobe Acrobat Document                    |
| Desktop     | PDF Proposal 2101653665<br>Proloquo<br>Adobe Acrobat Document                      |
| Libraries   | PDE     RLP APPROVED-Razak       Abedalla-Spring 2015       Adobe Acrobat Document |
|             | SoftChalk Cloud Backup       Instructions       Adobe Acrobat Document             |
| Computer    | PDF SP_Proloquo  |
|             | Adobe Acrobat Document<br>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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