WORKING WITH PDF FILES

Documents that are in a PDF format and you wish to have them transferred back to a document can easily be converted using one of these tools:

1. **Zamzar--**http://www.zamzar.com/--This free online file conversion tool will allow you to upload a file into the website, choose the format, enter your email address, and wait for the file to be sent to you. This is an easy way to convert file formats and it is completely FREE! It takes 10 minutes or less for the conversion and there is nothing to be downloaded to your computer.
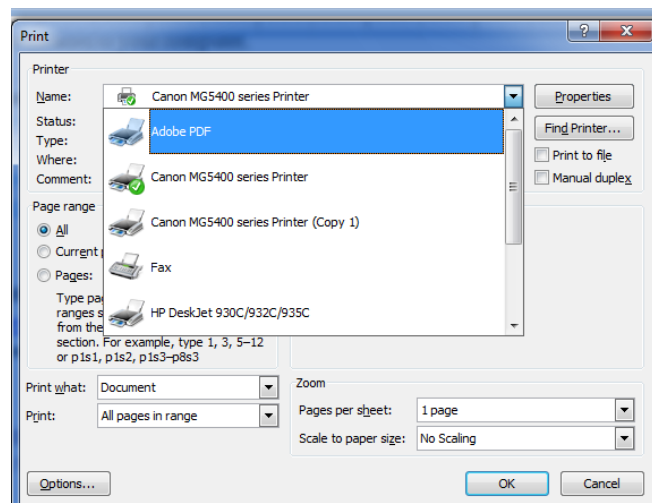
   Converts the following types of files: PDF to Word | PDF to Excel | FLAC to MP3 | DOC to PDF | MP4 to AVI | MP4 to MP3 |M4A to MP3 | WAV to MP3 | MKV to AVI | WMA to MP3 | JPG to Word | XPS to PDF |FLV to MP4 | AVI to MP4 | MKV to MP4 | AVI to MP4 | FLV to AVI | DOCX to PDF |MOV to AVI | MP3 to OGG | PNG to JPG | TIFF to PDF | AIFF to MP3 | JPG to PNG

2. **PDF Merger step-by-step download directions are located on my website: www.jovitastechnologycorner.weebly.com. Click on the Resources Tab and scroll down to Technology Tips and Tricks.**
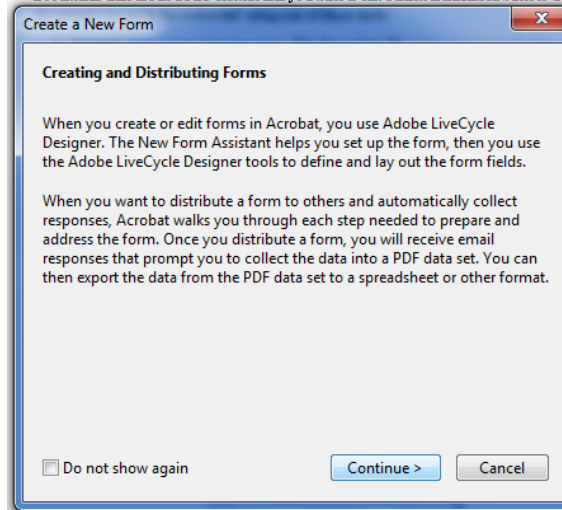
YOU WILL ALSO FIND OTHER DOWNLOADABLE PDF'S THAT MAY INTEREST YOU.
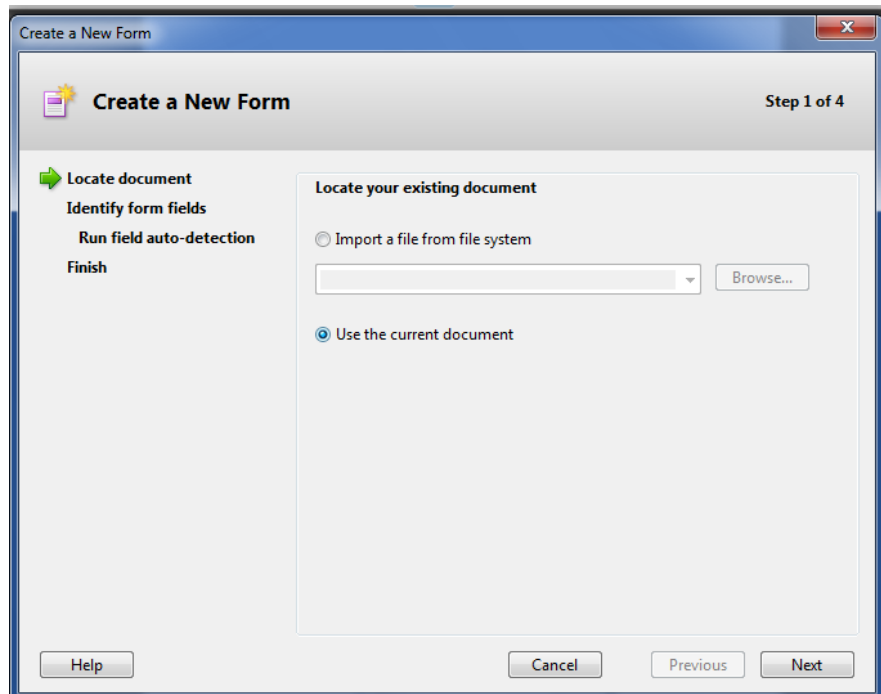
CREATING A FILLABLE PDF FORM FROM A WORD DOCUMENT

1. Open the word document that you want to make into **a PDF form.**
2. **Go to File—Print make sure Adobe PDF is selected as your printer, and then click the Print button.**
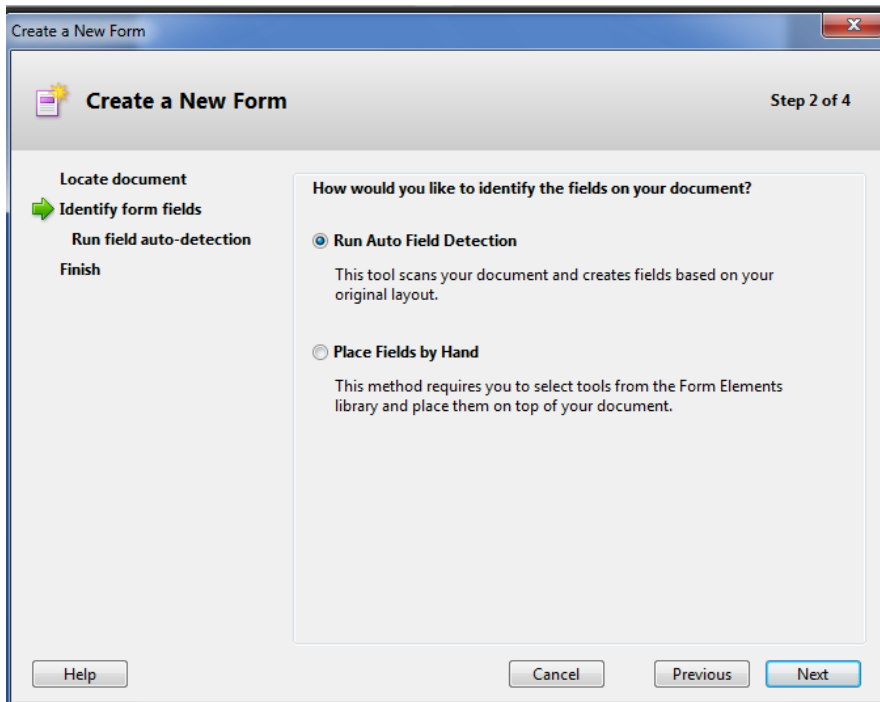
3. **Word** will ask you where **to save the PDF** you are creating. **Select your desktop or Fileshare and click OK.**
4. Your computer will create a **PDF file** which will then **open automatically in the Adobe Acrobat PEF editing program**.
5. At this point you have a basic **PDF document,** and you still need to tell **Acrobat to make it a fillable form**. To continue, click the **Forms**, then click **Create a New Form**. Select **Start with an electronic document** and click **Continue.**
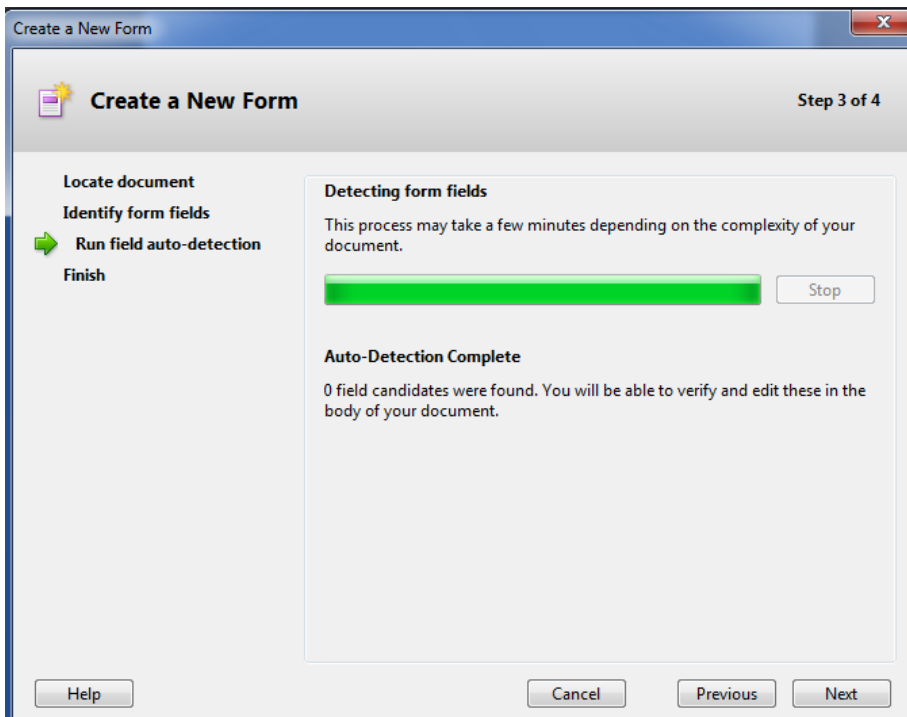6. A **Creating and Distributing Forms Dialog Box** appears click **Continue.**

Create a New Form

Creating and Distributing Forms

When you create or edit forms in Acrobat, you use Adobe LiveCycle Designer. The New Form Assistant helps you set up the form, then you use the Adobe LiveCycle Designer tools to define and lay out the form fields.

When you want to distribute a form to others and automatically collect responses, Acrobat walks you through each step needed to prepare and address the form. Once you distribute a form, you will receive email responses that prompt you to collect the data into a PDF data set. You can then export the data from the PDF data set to a spreadsheet or other format.

☐ Do not show again   Continue >   Cancel

7. **Create a New Form** box appears. Several steps will occur in the section.
   a. Click**--Use the Current Document (Note the document has to be open otherwise locate the save document)** Click **Next.**
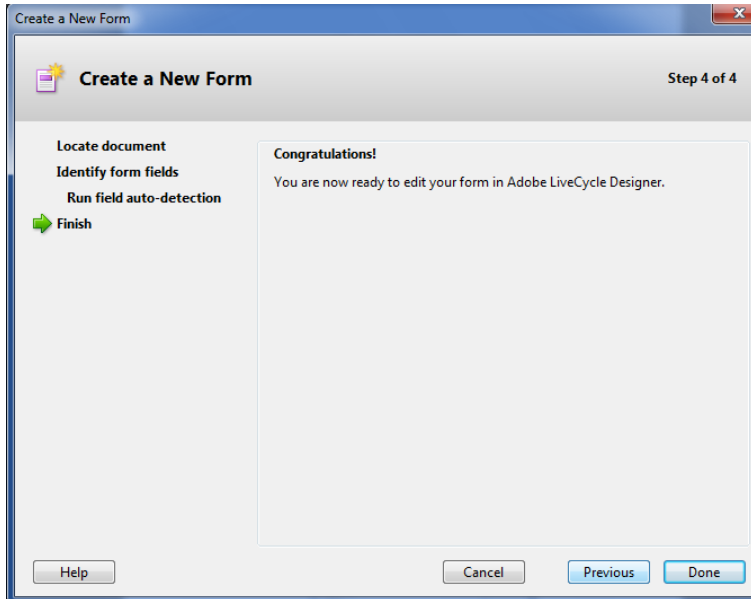
Create a New Form

Create a New Form   Step 1 of 4

➡ **Locate document**
  Identify form fields
    Run field auto-detection
  Finish

Locate your existing document

○ Import a file from file system

[▼] Browse...

◉ Use the current document

Help   Cancel   Previous   Next

8. The next step is to **Identify the form fields. Click Run Auto Field Detection. Click Next.** A dialog will appear attempting to recognize all the fillable fields in your form. Once that process is completed **Click Continue.**

9. **Once the fields have been detected as shown below click Next**

10. Click Done

11. In the last box **remove the checks from the email address and the print option and click Finish.**

12. Your document will appear with the fields set. Acrobat is not perfect and the field can be adjusted manually **simply by clicking on the field and re-aligning it.**

13. If you see a form field you want to remove, click on it. (it will highlight in blue) and press the Delete button on your keyboard. You aren't deleing the line, but the field that was incorrectly placed.

14. When you think the form is ready**, click the Preview PDF button** to see how it appears to someone who is filling it out.

15. Click back to the **Design view** when finish accessing the document. **Click save as and save your finished** document it can be sent as an attachment for information to be recorded.