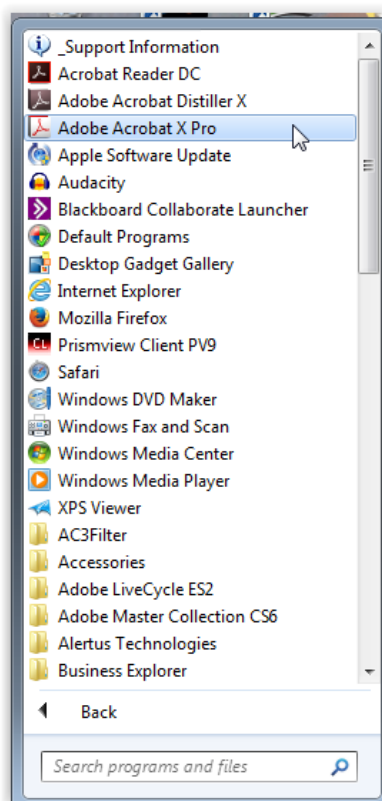# (Part 1)

Creating a fillable form with Adobe Acrobat Pro
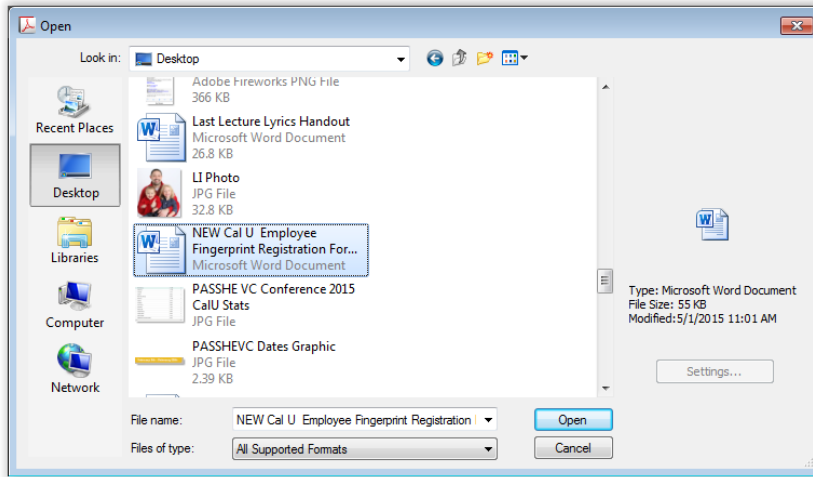
Step 1: Open **"Adobe Acrobat Pro".**

Step 2: Select the **"Create PDF"** option.
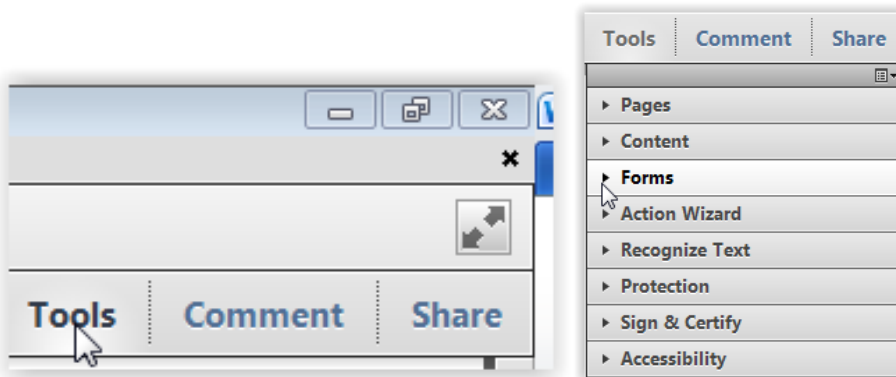

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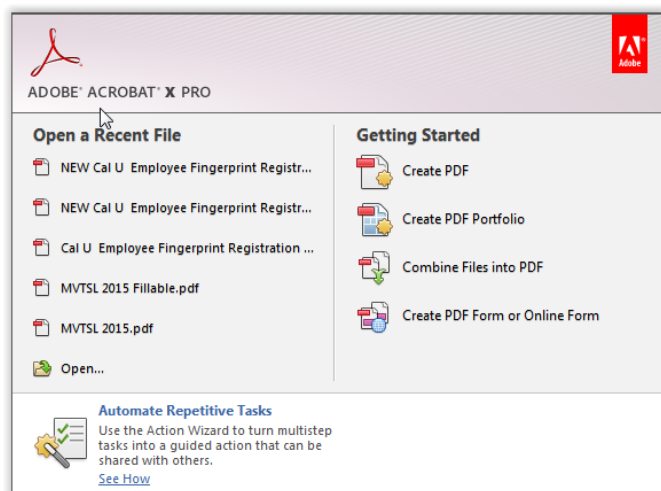
Step 3: Selected the desired file that you would like to convert then click the **"Open"** option.
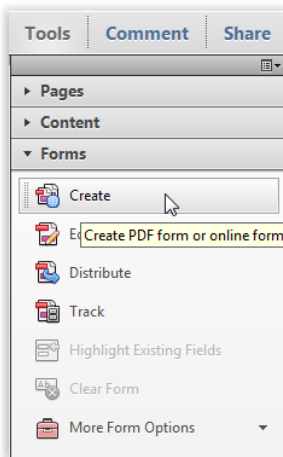

Step 4: The converted file will now be opened within Adobe Acrobat Pro.
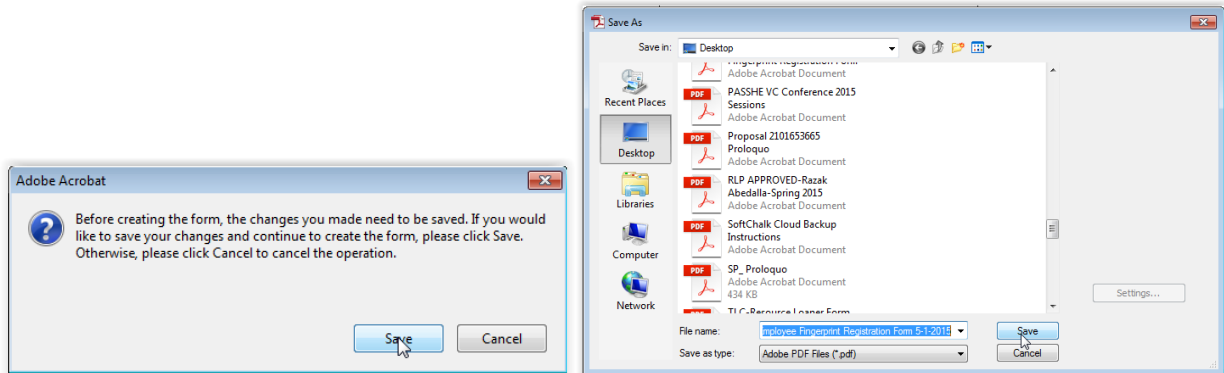
Step 5: Select the **"Tools"** menu option within Adobe Acrobat Pro and expand the menu as indicated below.

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

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

Step 8: Confirm that Adobe Acrobat Pro identified all the **"Fields"** correctly within the file as shown below.
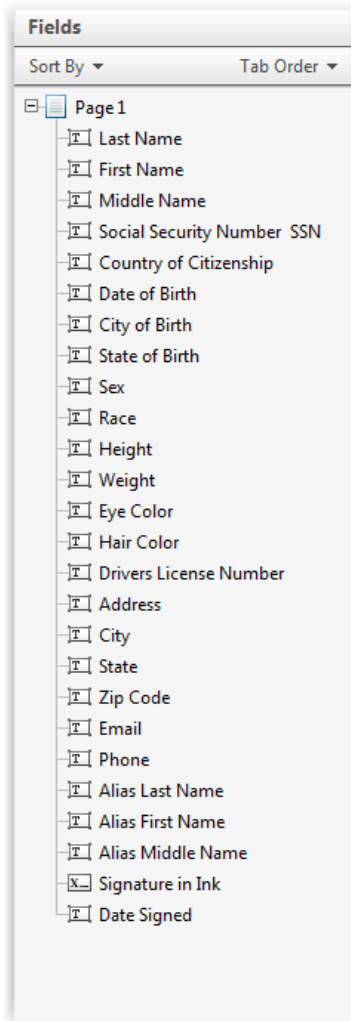
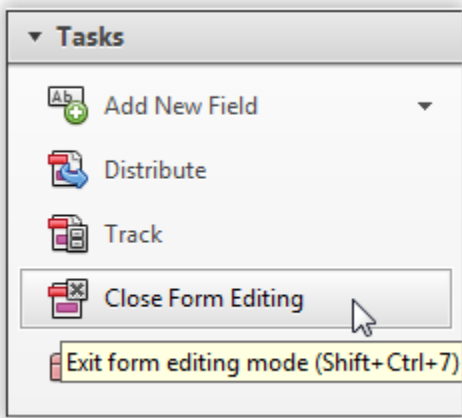**Step 9:** Within the **"Tasks"** menu select the **"Close Form Editing"** option. The will exist you from the form editor within Adobe Acrobat Pro.

(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

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

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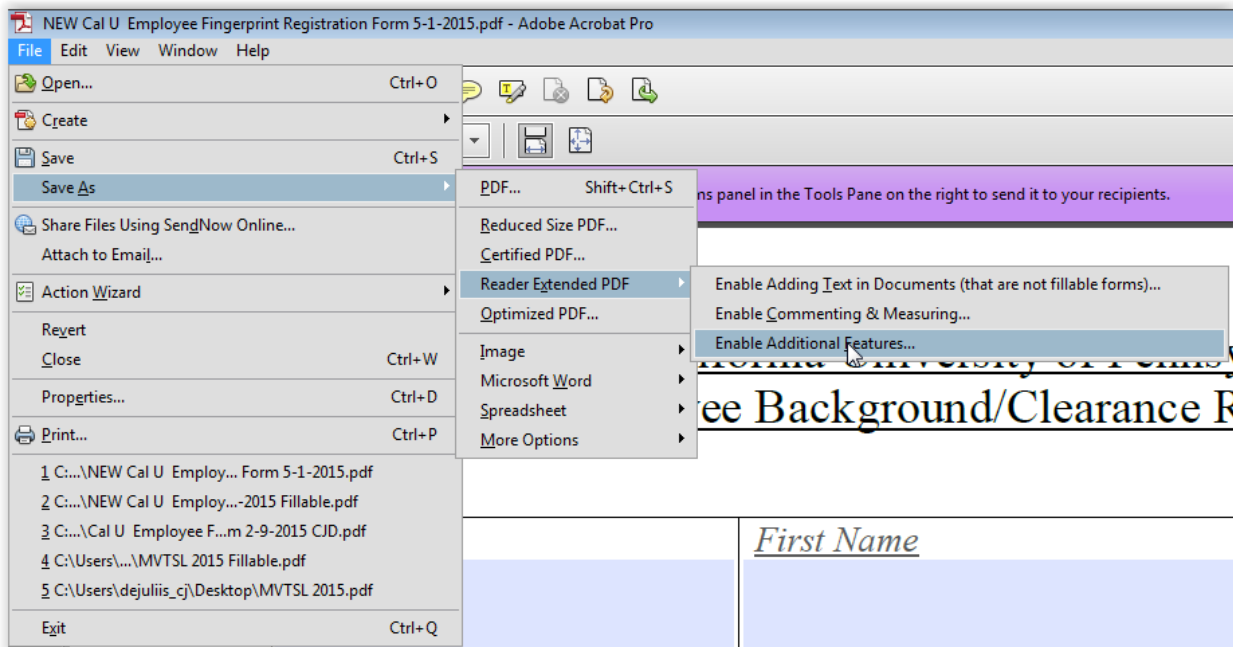
Step 3: You will be prompted to select the **"Save Now"** option in order to enable these Adobe Reader Features.
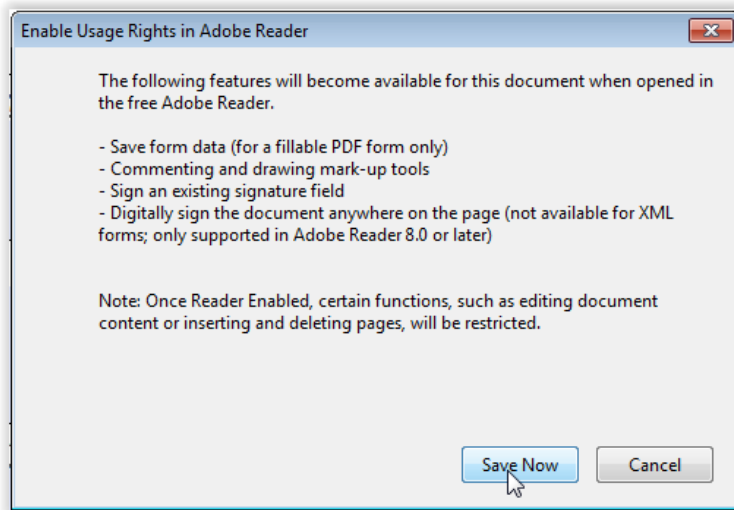
Step 4: Select the desired save location and enter the desired name then click the **"Save"** button.

*__Note:__ 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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