

Using Business Office PDF Forms

How to save a copy of a form you filled out

Due to Adobe licensing restrictions, we may not be able to allow you to save forms directly to your computer. You may, however, print the completed form as a PDF file using the **Adobe PDF** or **CutePDF** printers. (If you don't have either of these, contact ITS.) This "print" does not produce a physical piece of paper, but instead transforms the document into a PDF file that cannot be changed. You will be asked to save the new file somewhere.

Can I use the forms if I only have Adobe Reader?

Yes, Reader users may still use the forms, but they will have to print to PDF (see above) to save a copy.

I have a Mac/Apple computer. How do I use the forms?

We have noticed problems with the Mac **Preview** application. This is likely due to the fact that most of our forms contain self-calculating features which use JavaScript and/or Adobe's FormCalc programming languages. Preview sometimes does not render JavaScript or FormCalc correctly.

"Preview can't open protected PDF files, and it may not render all PDF documents properly. The PDF file format has become extremely complex over the years, including support for JavaScript, embedded Flash content, and other advanced options. Acrobat includes far more extensive controls and content capabilities than simply printing to PDF, especially if you need to manage image resolutions and formats." (Mogull 2009)

All this to say, if using a Mac or Apple (OS X or iOS) computer, you should open the file in **Adobe Reader** or **Adobe Acrobat** rather than **PDF Preview**.

Double-Checking Your Form

After saving a copy of your form as a PDF, close and reopen the file to verify that the file you are about to send off contains your form data and is not just a blank form.

Works Cited

Mogull, Rich. "Tidbits." *Protect Yourself from Adobe Acrobat and Reader Vulnerabilities*. October 16, 2009. http://tidbits.com/article/10652?print_version=1 (accessed June 15, 2012).