

DIRECTIONS FOR LEVEL I PDF FILLABLE FORM: COMPLETING, SUBMITTING AND ADDING TO EVENT DATABASE IN

Level I Form Submission:

Access the pdf file <LEVEL I WEB FORM.pdf>

Note there will be a 'popup' box indicating an error because the Case Number is not filled in, ignore by selecting <OK>

Fill in all pertinent information.

Print a copy of the form for your records; you may print a hard copy or print to a pdf file.

Select the <Submit by email> button to send the form to the CDHC coordinator

You should receive a confirmation email indicating that your report is being processed.

Receipt of a Level I Report:

If you filled in a form:

This file contains data that was entered into a form.

It is not the form itself.

If you receive this data file:

Please follow the directions below to process this data file using Adobe Acrobat Professional 7

Processing the Level I Report:

To view the completed form:

- 1) Save this data file to your computer.
- 2) Open a blank copy of the original PDF form that the form filler completed in order to generate this data file.
- 3) In Acrobat, choose Advanced > Forms > Import Data to Current Form and browse for this data file.
- 4) You will see the form with the data in it.

To save a copy of the form with the data in it,

choose File > Save As and save the file.

To create a spreadsheet from one or more form data files you have received:

- 1) Save the data files to a place on your computer, giving each file a unique name and making sure not to delete the '.xml' file extension.
- 2) In Acrobat, choose File > Form Data > Create Spreadsheet from Data Files.
- 3) Click the 'Add Files' button to chose the data files.
- 4) After the data files are added, click the 'Create Spreadsheet' button to create a Spreadsheet that contains data from selected data files.

Editing a LEVEL I Fillable FORM:

- 1) Open the Fillable Form in Adobe Acrobat Professional
- 2) Select <Advanced>, <Forms>, <edit fillable form>
- 3) A 'popup' window will be opened indicating that you will be editing the for in Adobe Designer.

4) Select <OK>

5) To edit the email address associated with the <submit by email> button: Select <Window> on the File Toolbar and select both the <Library> and <Object> windows; Under <Library> Tab (to the right); Highlight the <submit by email> button in the form and note that under the <Object> TAB the <field> is defined, indicating that the Type: is a button call Email Submit Button, the Appearance: is Raised Border and the email address and subject are defined; All of these selections may be modified.

6) To start from scratch to enter a new button select the <Library> TAB, highlight the button desired under the <standard> TAB and drag it onto the form to the desired location; Then select the <Object> TAB and fill in all of the fields: type, appearance, email address, and subject.

7) The form may be previewed by selecting the <PDF Preview> TAB above the form and it may be saved to a folder as a fillable pdf file from the Preview Window or the Designer Window may be closed and the form saved when requested.