

## **INSTRUCTIONS TO SECRETARIES WHEN SUBMITTING PDF RETURNS.**

Due to the limitations of Adobe Readers you will not be able to save the completed form showing the data entered. Adobe readers will only allow users to save a blank copy of the form.

### **PRINTING**

After the data has been entered, a hard copy can be printed for your club records, which will show the form and the data entered.

### **EMAIL**

When completing a form the data can be emailed to the cabinet secretary. By selecting the email button, Adobe will then ask you to nominate your preferred email application. Most users will select the first option, which selects dedicated mail applications such as outlook express/outlook/Eudora etc. For users with an internet email such as yahoo/hotmail etc, select the second option.

In most cases the email application will open, and it will be a matter of selecting **SEND** as the address field is already completed and the data file is attached. The data sent is in XML format, which will be a very small file.

## **COLLECTING THE INFORMATION.**

When receiving the data file the Cabinet Secretary will;

- Save the data file
- Open Adobe Professional
- Open the relevant form.
- Select File
- Form Data
- Import data to form
- Browse for and select the relevant data

The form will show the imported data and be ready for printing and saving.