

Instructions for submitting a PDF form.

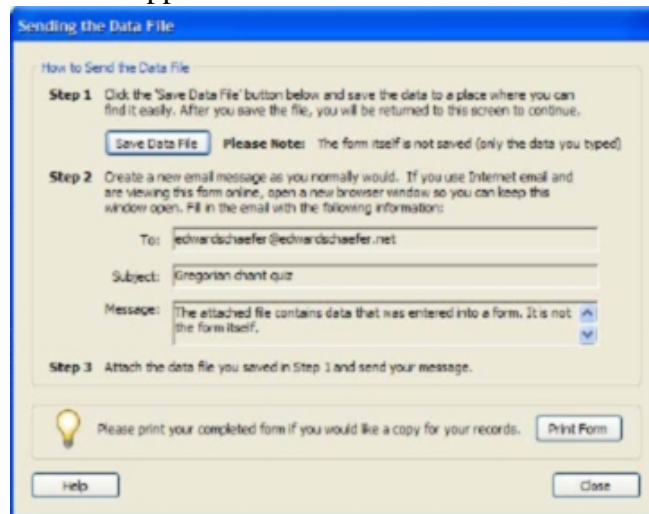
The Absolute Best Way

If you have Adobe Acrobat Reader, version 9 or later, on your computer, you should be able to complete any PDF form and save the completed form on your computer for submittal. You can download [Acrobat Reader here](#).

A Not-so-good Alternative Way

If you do not have Adobe Acrobat on your computer, a PDF form will not save the information that you fill into the various lines. It is important to follow these instructions in order to submit your form *with all its answers*.

1. The form will function properly on a PC or a MAC, but you **MUST** use Adobe Reader. If you use a MAC, another program might be the default program. You should save the PDF file, open Adobe Reader and then open the test PDF file inside of Adobe Reader. The test will not work in Preview or other programs.
2. Complete the form, following all the instructions.
3. When you are done, print a copy for your records.
4. Click the “Submit by Email” button. A screen will appear asking you what type of email you want to use to send the form. desktop / internet / other.
5. Choose internet.
6. This screen should appear:



7. Follow the instructions on the screen carefully.
 - a. Step 1 – save the data file. It will have the name of the form followed by .xml. For example: “Gregorian_Chant_Quiz.xml.”
 - b. Step 2 – Open your email program, set the address to me: edwardschaefer@edwardschaefer.net. Mark in the subject of the email whatever assignment you are completing: Assignment Two, Assignment Three, etc. You can put in the message, “The attached file contains the data from (your name’s) assignment.”
 - c. Step 3 – attach the data file.
 - d. Send the email, preferably with a copy to yourself.
8. **REMEMBER – IF YOU SAVE A PDF FORM FILE IN AN EARLIER VERSION THAN VERSION 9 OF ADOBE READER IT WILL NOT SAVE THE ANSWERS. IF YOU CLOSE THE FILE BEFORE YOU SAVE IT AS A DATA FILE AND SEND IT TO ME, ALL THE ANSWERS WILL BE LOST.**