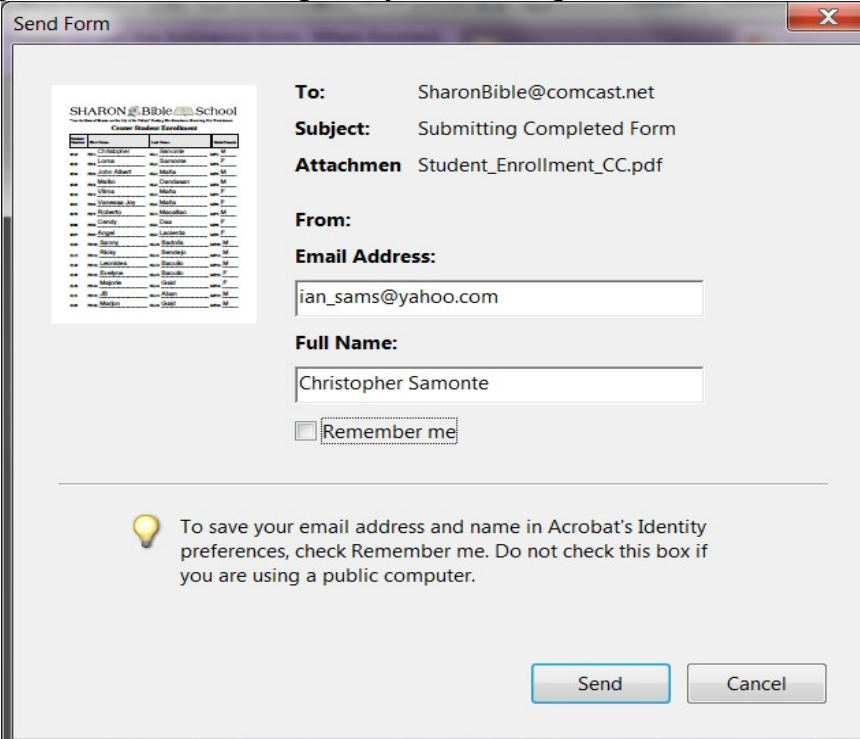


How to return PDF forms

When you have filled in all the blanks of the form that are needed, click on the "Submit" button at the top of the form. This gives you a dialog box that looks like this:



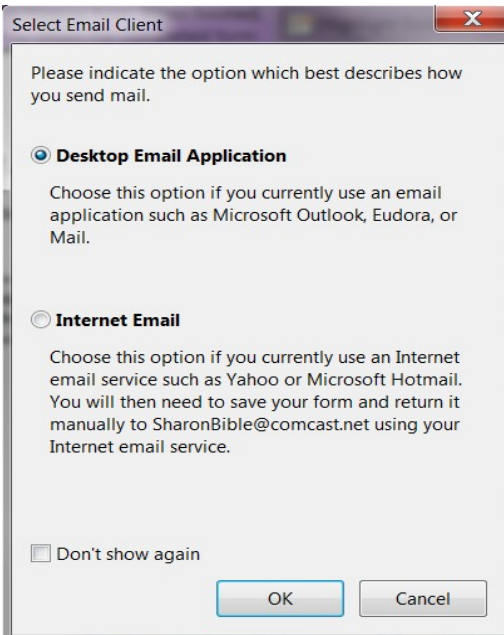
The "Send Form" dialog box displays the following information:

- To:** SharonBible@comcast.net
- Subject:** Submitting Completed Form
- Attachment:** Student_Enrollment_CC.pdf
- From:** (blank)
- Email Address:**
- Full Name:**
- Remember me

A lightbulb icon and text below the fields state: "To save your email address and name in Acrobat's Identity preferences, check Remember me. Do not check this box if you are using a public computer."

Buttons:

Here, you fill in your email address and your name. (This information is added to the file that is returned.) Then you click the "Send" button, and you then see a dialog box that looks like this:



The "Select Email Client" dialog box contains the following text and options:

Please indicate the option which best describes how you send mail.

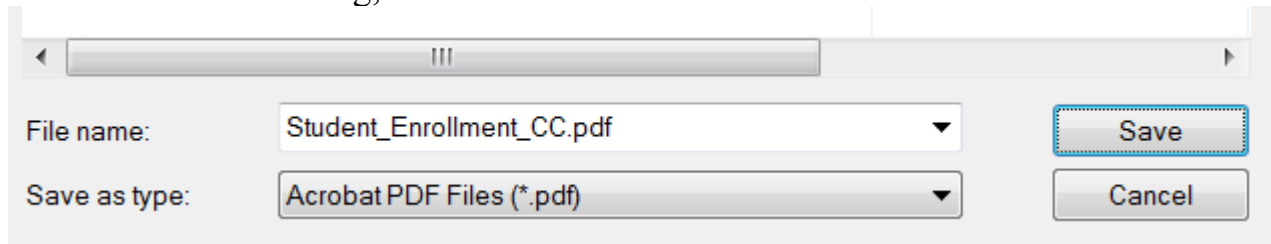
- Desktop Email Application**
Choose this option if you currently use an email application such as Microsoft Outlook, Eudora, or Mail.
- Internet Email**
Choose this option if you currently use an Internet email service such as Yahoo or Microsoft Hotmail. You will then need to save your form and return it manually to SharonBible@comcast.net using your Internet email service.

Don't show again

Buttons:

Initially, "Desktop Email Application" is selected. This refers to email programs such as Microsoft Outlook, as explained in the note. But **if you use Yahoo or a similar**

Internet-based email service (as explained in the note), then you should click on "Internet Email". Then click the "OK" button. For the "Internet Email" you will next get a dialog box for saving the form file that you are submitting. The current name appears at the bottom of the dialog, like this:



In the case of the Student Enrollment file illustrated here, click the "Save" button, and the file will be saved with the original name. But first check the "Save in" field at the top of the dialog to verify that the folder where the file will be saved is what you want. (The Adobe Acrobat program remembers what folder you used last time.)

But in the case of a Student Application or lesson form, **where the same blank form is filled in differently for different students**, it is best to change the "File name" field before clicking the "Save" button. I suggest inserting the student number just before the ".pdf" of the file name.

When you close the Adobe Acrobat program (either using the "X" button at the top right corner, or by selecting "Exit" on the "File" menu), you may be asked if you want to save your changes to the form file. Choose "No", because you have already saved the data.

If you use Yahoo or a similar Internet-based email service (using the "Internet Email" option), you will have one or more "submitted" form files in the folder of your choice. You should attach these files to one or more email messages and send them to SharonBible@comcast.net to complete this task.