**IBM** System x - Tape Backup Units



# How to fill in PDF files supplied by IBM

THIS PACE WAS BEEN AND BUILT B

# Preface

- The solution given in this document applies to Windows<sup>®</sup> based computers only
- The free Adobe<sup>®</sup> Reader<sup>®</sup> does not allow for saving PDF files that contain tick boxes and text boxes to fill in
- There may be other solutions to the problem of filling in PDF files as well
- This document only discusses a solution by providing an example
- The PDF file format will be at least v1.6 which requires as a minimum the free Adobe Reader v7.x or higher

### Disclaimer

The solution provided in this document is supplied "as is".

This document provides links or references to non-IBM Web sites and resources. IBM makes no representations, warranties, or other commitments whatsoever about any non-IBM Web sites or third-party resources that may be referenced, accessible from, or linked to any IBM site. A link to a non-IBM Web site does not mean that IBM endorses the content or use of such Web site or its owner. In addition, IBM is not a party to or responsible for any transactions you may enter into with third parties, even if you learn of such parties (or use a link to such parties) from this document. Accordingly, you acknowledge and agree that IBM is not responsible for the availability of such external sites or resources, and is not responsible or liable for any content, services, products, or other materials on or available from those sites or resources.

When you access a non-IBM Web site, even one that may contain the IBM-logo, please understand that it is independent from IBM, and that IBM does not control the content on that Web site. It is up to you to take precautions to protect yourself from viruses, worms, trojan horses, and other potentially destructive programs, and to protect your information as you deem appropriate.

IBM can not accept any responsibility for damage caused by installing and using any software referred to by this document.

#### **Table of Contents**

This PDF file also contains PDF bookmarks for additional easier navigation.

Preface	I
Disclaimer	I
How to fill in a PDF file	1
Using Adobe Reader v7.x and higher	2
Installing PDFCreator	3
Using the free Adobe Reader together with PDFCreate	5
Trademarks	
	>

# How to fill in a PDF file

IBM technical support may supply a PDF file that allows for ticking boxes or filling in text. These PDF files are usually referred to as PDF files with form fields.

The solution in this document is discussed by using the free Adobe Reader v7.x and PDFCreator.

ase give a short problem description:



### Using Adobe Reader v7.x and higher

1. Open up the PDF file supplied by / obtained from IBM. In the below example the file is called tape\_questions.pdf.



3. When trying to save the updated PDF file the free Adobe Reader displays the following message:

A A	dobe Reader - [tap ile Edit View Do	pe_questions.p	odf] Window Help								
	) 🖹 🚔 🔮		Iselect iii	•••	· 🕞 113%	• 📀 🛛		o 🕶 🛛 Search Web	Y? Want	to create on forms?	line 7
Commerts Attachments		Please giv	re a short productive is not med Adobe Re Dor	oblem descript: seen by the ho eader This document does unless you are using Professional. You will want to continue?	ion: st server, not allow you to Adobe Acrobat I only be saving a e again	save any chan (0 Standard of 0 Standard of 0	ges you have made riginal document. D	to it b you			
-	Ξ				1 of 1		$\bigcirc$				

## **Installing PDFCreator**

- 1. Connect to <u>http://www.pdfforge.org/products/pdfcreator</u> and download the current version of PDFCreator for Windows
- 2. Install PDFCreator



3. The installation software will advise of the potential installation of the "PDFCreator Toolbar"



4. If it the "PDFCreator Toolbar" is not wanted, untick the relevant entry during installation. The relevant entry is highlighted below

🚰 Setup - PDFCreator	
Select Components Which components should be installed?	PDF
Select the components you want to install; clear the component install. Click Next when you are ready to continue.	s you do not want to
Custom installation	<b>•</b>
✓ Programfiles	8.9 MB 🔺
GPL Ghostscript 8.61	22.9 MB
PDFCreator Toolbar for "Internet Explorer and Firefox"	2.2 MB
COM samples	0.4 MB
Help files	0.1 MB
🖉 🗠 🗹 English help file	0.1 MB
🛛 🖳 French help file	0.1 MB
🔄 🗖 German help file	0.1 MB
Anguages	0.1 MB 🔼
Current selection requires at least 55.1 MB of disk space.	
< Back	Next > Cancel

#### Using the free Adobe Reader together with PDFCreate

1. Instead of saving the filled in PDF file print it



\_ 8 ×

10

•

3.	Change the sugges	sted file name to a	new one and clic	k on the "Save" button
	0 00			

🛃 PDFCreator 0.9.	5			×
Document <u>T</u> itle:				
tape_questions.pdf				
Creation <u>D</u> ate:				
20090121111055				Now
Modify Date:				
20090121111055				Now
Author				
Administrator				
Subject				
Su <u>bl</u> ecc				
Keywords:				
After saving open	the document with th	e default program		
	and document man an	io doradit program.		
Cancel	Wait - Collect	Options	eMail	Save
				<u></u>
🔁 PDFCreator 0.9.	5			×
<b>PDFCreator 0.9.</b> Document <u>T</u> itle:	5			X
Document <u>I</u> itle:	5 stions.pdf			×
PDFCreator 0.9.3 Document <u>I</u> itle: answered_tape_ques Creation <u>D</u> ate:	5 stions.pdf			<u>×</u>
PDFCreator 0.9.3 Document <u>I</u> itle: answered_tape_ques Creation <u>D</u> ate: 20090121111055	5 xtions.pdf			Now
PDFCreator 0.9.3 Document <u>I</u> itle: answered_tape_ques Creation <u>D</u> ate: 20090121111055 Modify Date:	5 stions.pdf			Now
PDFCreator 0.9.3 Document <u>I</u> itle: answered_tape_ques Creation <u>D</u> ate: 20090121111055 Modify Date: 20090121111055	5 stions.pdf			Now Now
PDFCreator 0.9.3 Document <u>I</u> itle: answered_kape_ques Creation <u>D</u> ate: 20090121111055 Modify Date: 20090121111055 Author:	5 stions.pdf			Now Now
PDFCreator 0.9.3 Document <u>I</u> itle: answered_tape_ques Creation <u>D</u> ate: 20090121111055 Modify Date: 20090121111055 Author: Author: Administrator	5 stions.pdf			Now Now
PDFCreator 0.9.3 Document <u>I</u> itle: answered_hape_ques Creation <u>D</u> ate: 20090121111055 Modify Date: 20090121111055 Author: Author: Administrator Subject:	5 tions.pdf			Now           Now
PDFCreator 0.9.3 Document <u>I</u> itle: answered_tape_ques Creation <u>D</u> ate: 20090121111055 Modify Date: 20090121111055 Author: Administrator Subject:	5 stions.pdf			Now Now
PDFCreator 0.9.3 Document <u>I</u> itle: answered_hape_ques Creation <u>D</u> ate: 20090121111055 Modify Date: 20090121111055 Author: Author: Administrator Subject:	5 stions.pdf			Now           Now
PDFCreator 0.9.3 Document <u>I</u> itle: answered_tape_ques Creation <u>D</u> ate: 20090121111055 Modify Date: 20090121111055 Author: Administrator Subject: Exeywords:	5 stions.pdf			Now Now
PDFCreator 0.9.3 Document <u>I</u> itle: answered_hape_ques Creation <u>D</u> ate: 20090121111055 Modify Date: 20090121111055 Author: Administrator Subject: Levewords: Leveword	5 stions.pdf			Now           Now
PDFCreator 0.9.3 Document <u>I</u> itle: answered_kape_ques Creation <u>D</u> ate: 20090121111055 Modify Date: 20090121111055 Author: Author: Administrator Subject:  Keywords: After saving open	5 itions.pdf	e default program		Now           Now
PDFCreator 0.9.3         Document _itle:         answered_kape_quest         Creationate:         20090121111055         Modify Date:         20090121111055         Author:         Administrator         Subject:	5 stions.pdf	e default program.		Now           Now
PDFCreator 0.9.3         Document <u>I</u> itle:         answered_kape_quest         Creation <u>D</u> ate:         20090121111055         Modify Date:         20090121111055         Author:         Administrator         Subject:	5 itions.pdf	e default program.	eMail	Now Save N



Save as		? ×
Save in:	🕒 My Documents 💽 🕥 🎓 🖽 🗸	
My Recent Documents Desktop My Documents My Computer	My Music My Pictures SnagIt Catalog tape_questions.pdf	
My Network Places	File name:     answered_tape_questions       Save as type:     PDF Files (*.pdf)	Save Cancel

5. The new PDF file contains all information but can not be edited anymore



# Trademarks

IBM is a trademark of the IBM Corporation in the United States, other countries, or both.

Microsoft and Windows are trademarks of Microsoft Corporation in the United States, other countries, or both. Other company, product, and service names may be trademarks or service marks of others.

Adobe, the Adobe logo, Acrobat, the Adobe PDF logo, Distiller, and Reader are either registered trademarks or trademarks of Adobe Systems Incorporated in the United States and/or other countries.

INTERNATIONAL BUSINESS MACHINES CORPORATION PROVIDES THIS PUBLICATION "AS IS" WITHOUT WARRANTY OF ANY KIND, EITHER EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF NON-INFRINGEMENT, MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. Some jurisdictions do not allow disclaimer of express or implied warranties in certain transactions, therefore, this statement may not apply to you.

This information could include technical inaccuracies or typographical errors. Changes are periodically made to the information herein; these changes will be incorporated in new editions of the publication. IBM may make improvements and/or changes in the product(s) and/or the program(s) described in this publication at any time without notice.

IBM, the e-business logo, eServer, IntelliStation, xSeries, and System x are trademarks of the IBM Corporation in the United States, other countries, or both.

This document was written by Christian Flatscher C 2009 IBM Corp. C 2009 IBM UK Ltd.