



# **How to fill in PDF files supplied by IBM**

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## Preface

- The solution given in this document applies to Windows® based computers only
- The free Adobe® Reader® 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

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## 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.

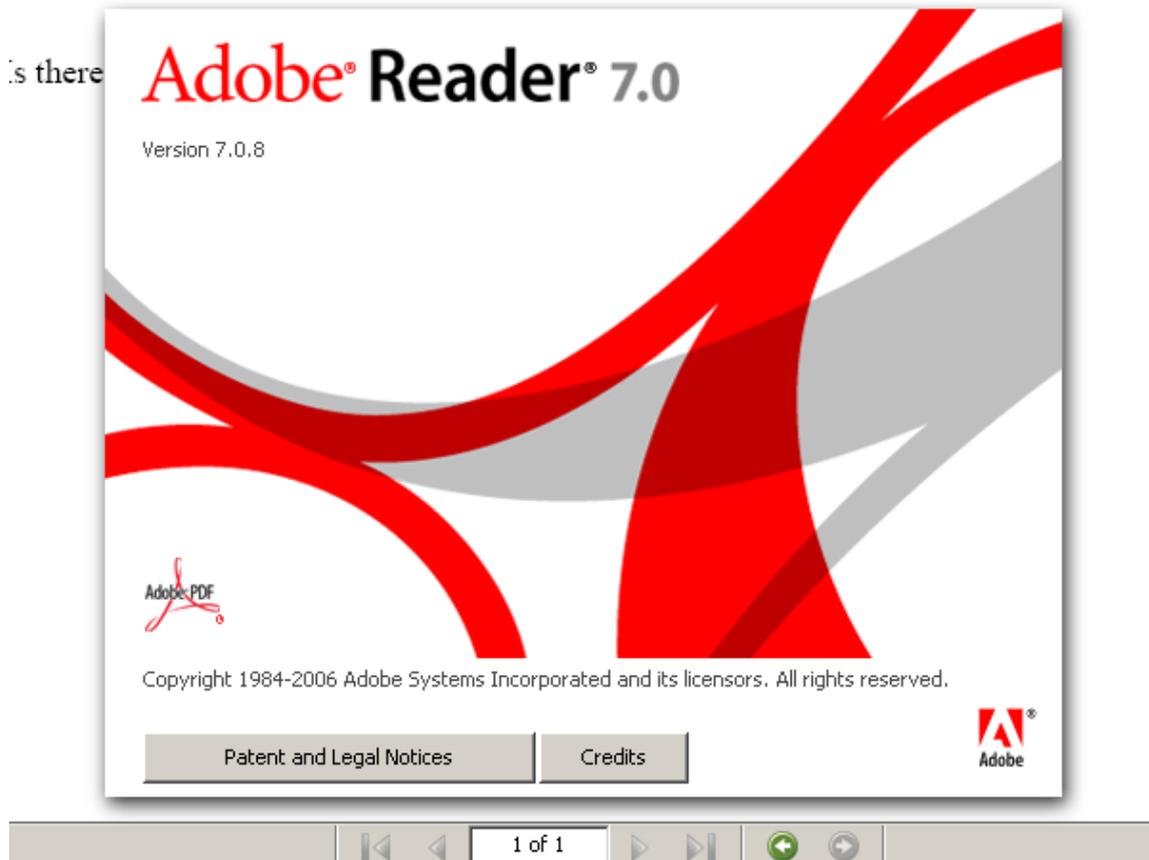
The solution in this document is discussed by using the free Adobe Reader v7.x and PDFCreator.

ase give a short problem description:

---

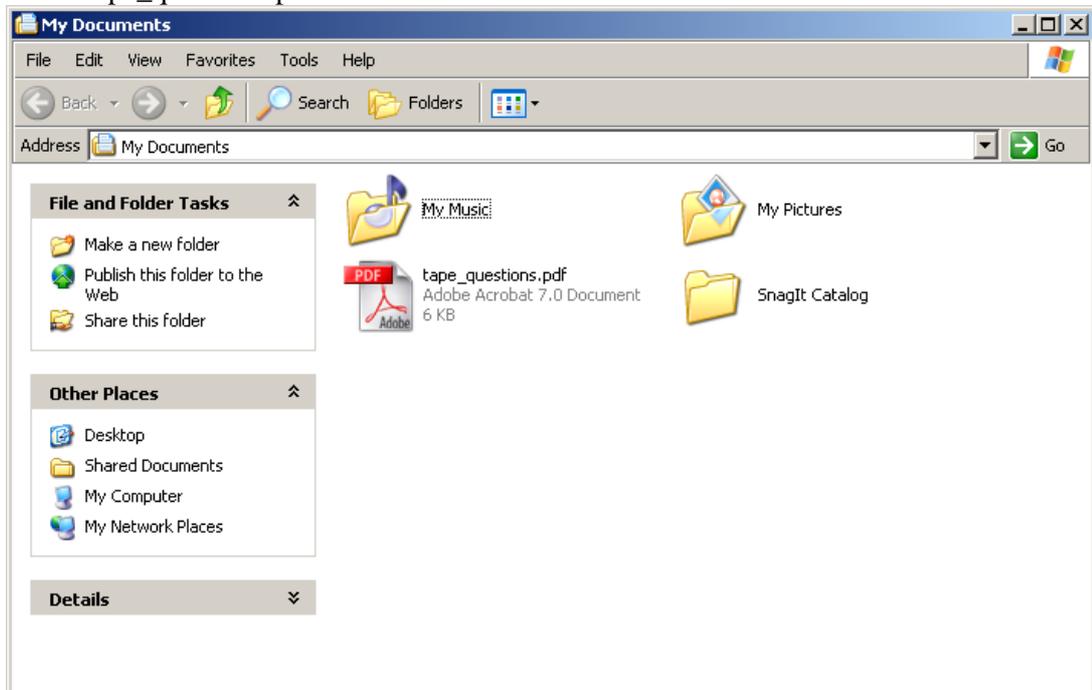
tape drive is not seen by the host server.

---

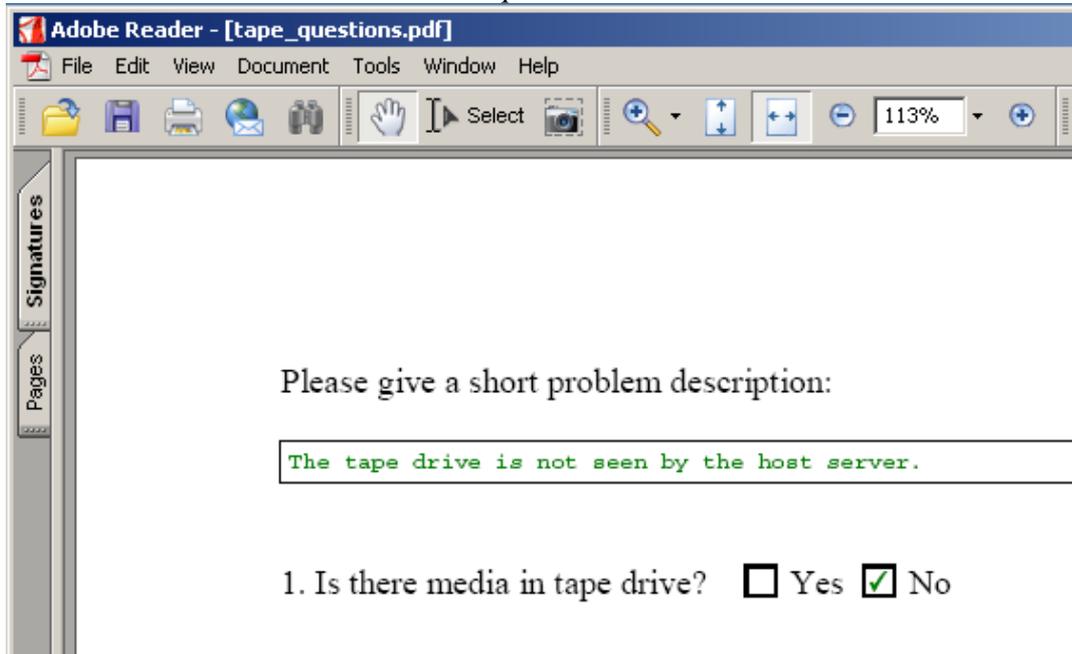


## Using Adobe Reader v7.x and higher

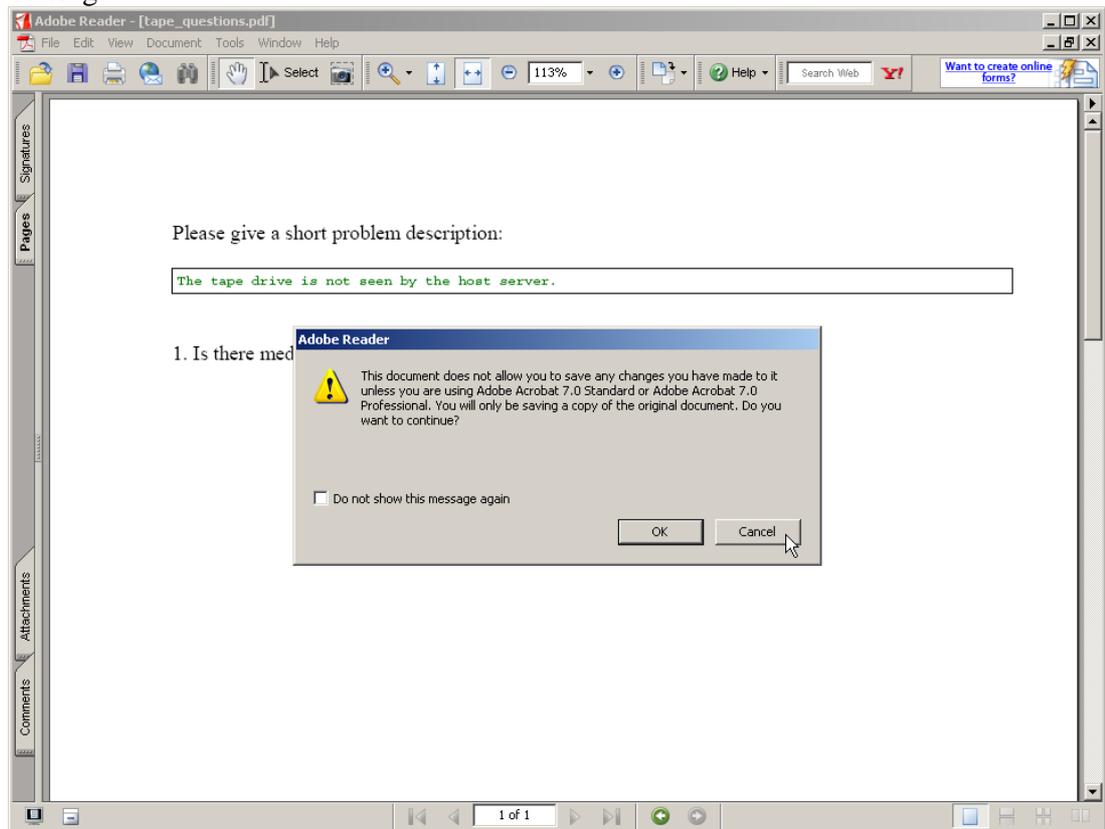
1. Open up the PDF file supplied by / obtained from IBM. In the below example the file is called `tape_questions.pdf`.



2. Fill in the fields and tick the boxes as required



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

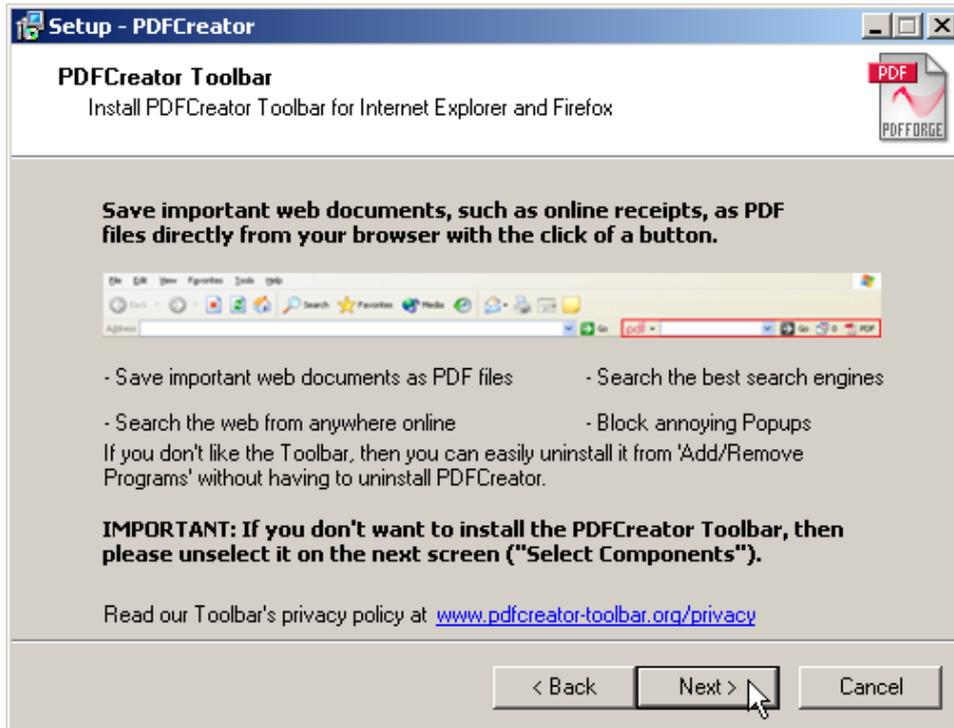


## Installing PDFCreator

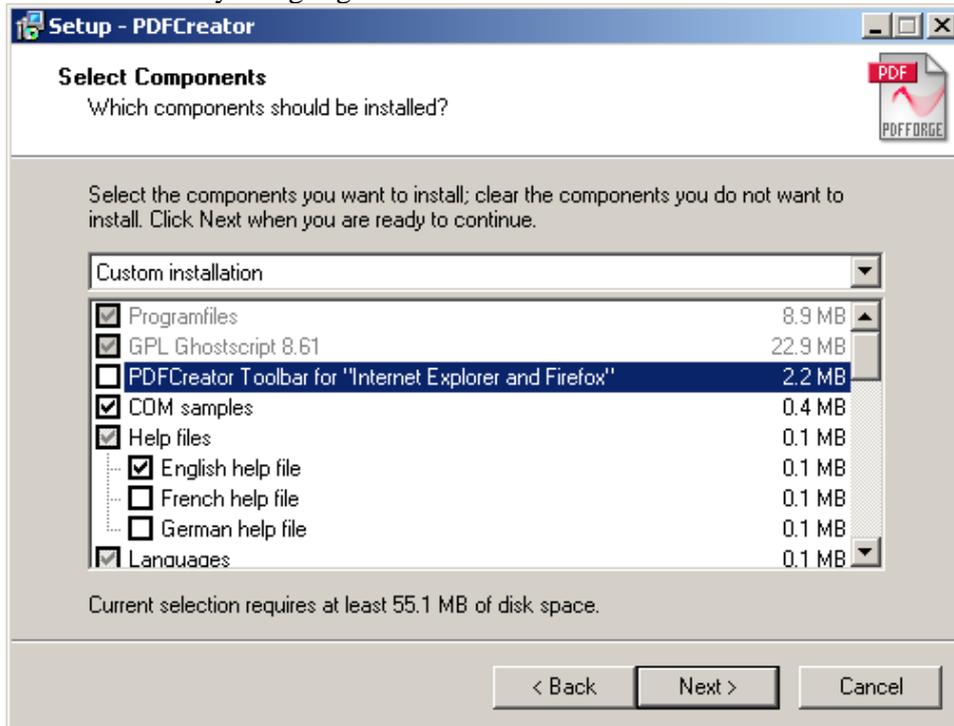
1. Connect to <http://www.pdfforge.org/products/pdfcreator> and download the current version of PDFCreator for Windows
2. Install PDFCreator



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

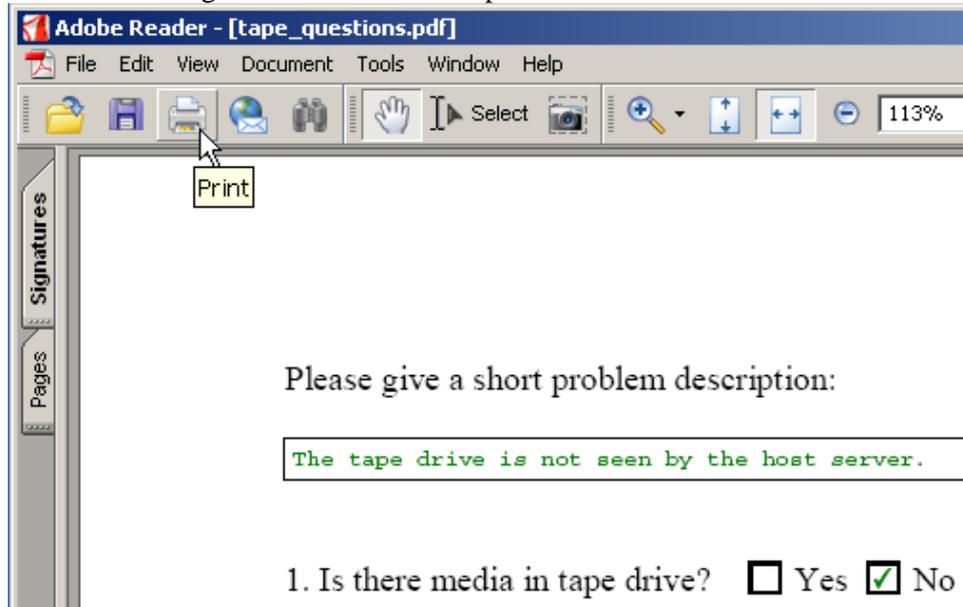


4. If it the "PDFCreator Toolbar" is not wanted, untick the relevant entry during installation. The relevant entry is highlighted below

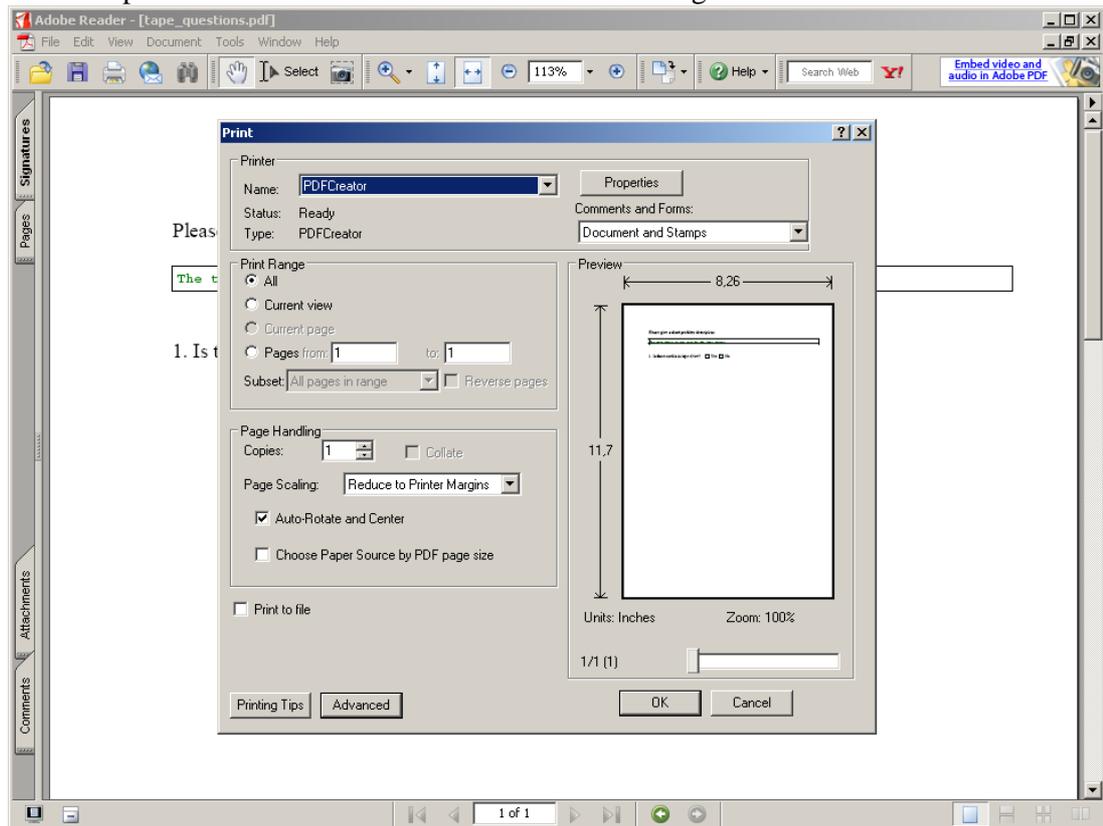


# Using the free Adobe Reader together with PDFCreate

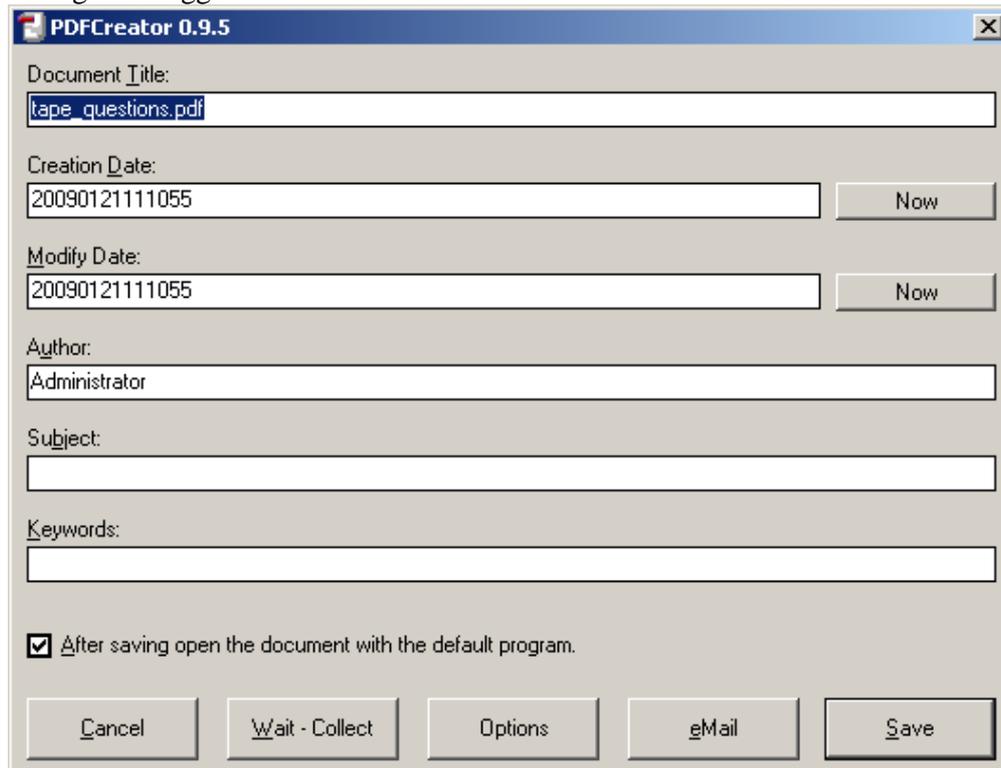
1. Instead of saving the filled in PDF file print it



2. Select as printer PDFCreate and chose the desired settings

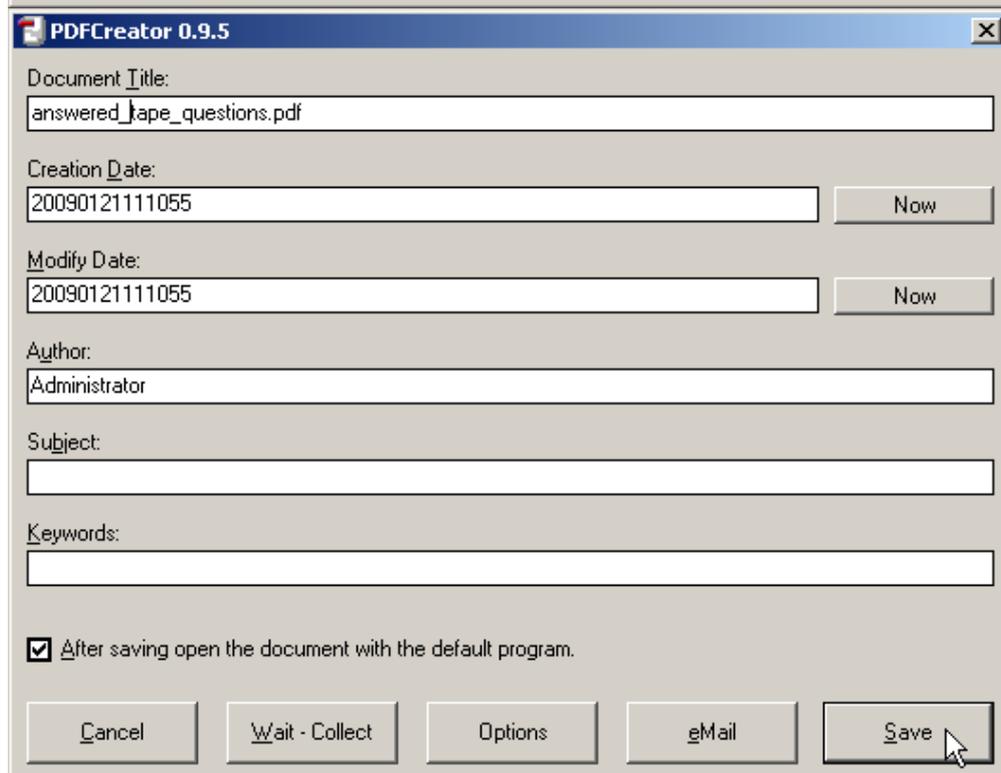


3. Change the suggested file name to a new one and click on the “Save” button



The screenshot shows the PDFCreator 0.9.5 dialog box with the following fields and options:

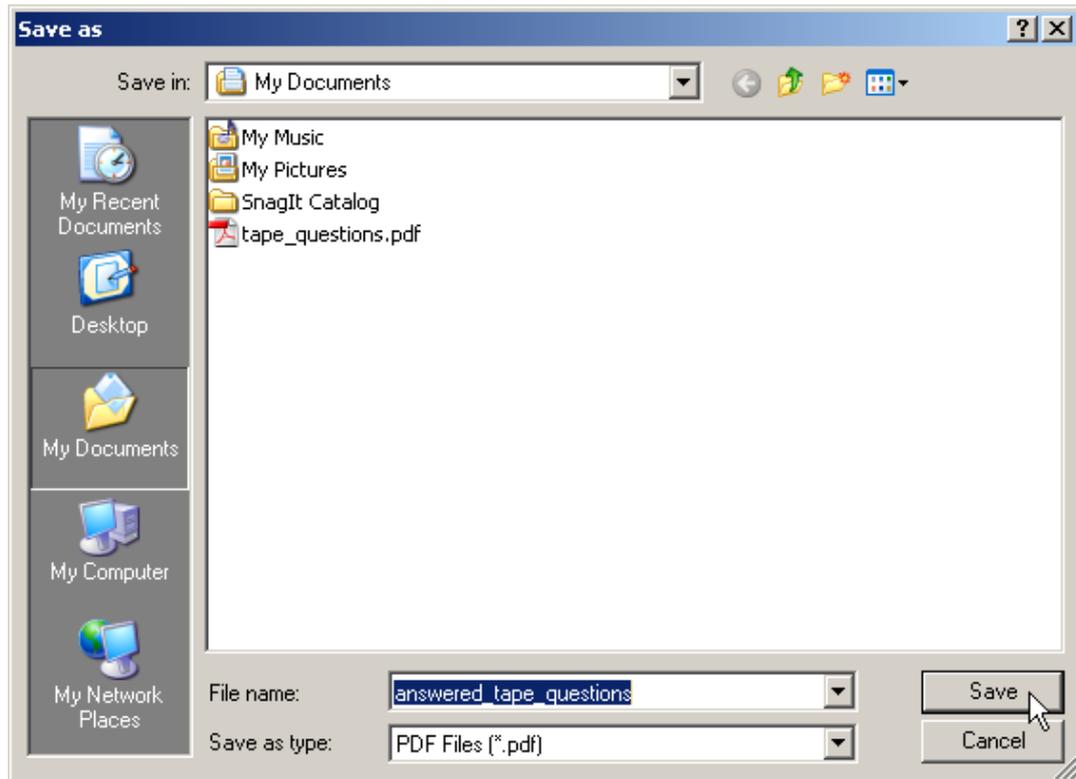
- Document Title:
- Creation Date:
- Modify Date:
- Author:
- Subject:
- Keywords:
- After saving open the document with the default program.
- Buttons:



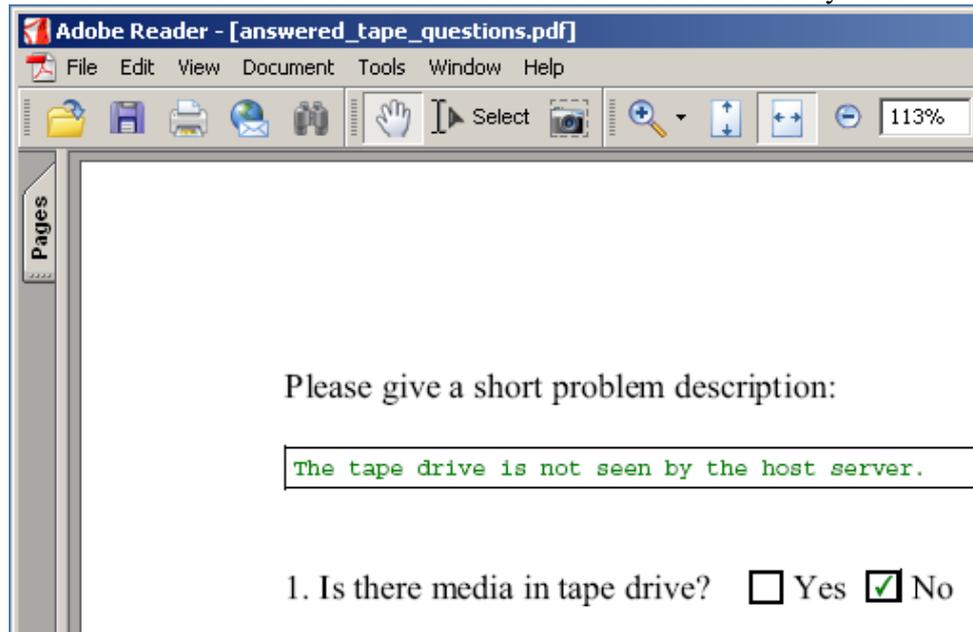
The screenshot shows the PDFCreator 0.9.5 dialog box with the following fields and options:

- Document Title:
- Creation Date:
- Modify Date:
- Author:
- Subject:
- Keywords:
- After saving open the document with the default program.
- Buttons:      (A mouse cursor is pointing at the Save button.)

4. Chose the destination to where the file should be saved to



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



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