


STREAMLINE YOUR PDF FORM APPLICATION

INSTRUCTIONS AND QUICK TIPS

The **TLC Institute on Service Learning** application is designed as an interactive PDF form. An interactive form can be filled out on a computer and may be submitted electronically through an Internet or local network connection. To get the most out of this form, you will need to have Adobe Reader version 7 or later installed on your computer. Click on the icon to the left to get the most recent version of  Adobe Reader.

APPLICATION SUBMISSION INSTRUCTIONS

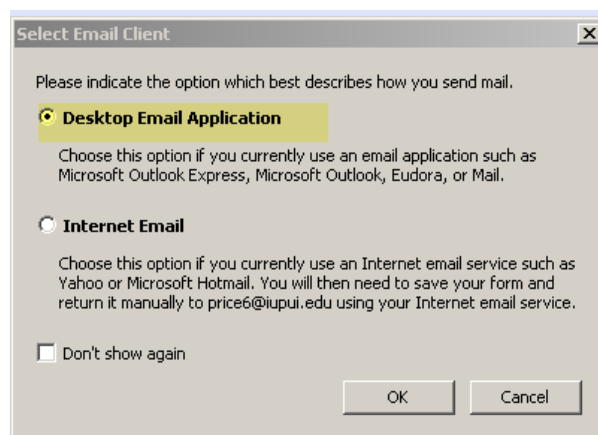
The Institute application is designed as an interactive PDF form. Interactive forms can be filled out on a computer and may be submitted electronically through an Internet or local network connection. **To complete this application form electronically** you will need **Adobe Acrobat Reader Version 7 or later**. Simply click on the fields and type your responses. You can also cut and paste narrative content into the form fields. At the end of the form, you will have an option to submit your form electronically.

ELECTRONIC SUBMISSION

Data can be submitted electronically using one of two methods:

Method 1---submission as an XML file

1. Click on the “email this form” button located at the end of the application. When you click this form, you will then see a window that asks you to select your email client. Unless you are working from a personal web-based mail account, select “Desktop Email Application.” **NOTE: The graphics shown here come from Microsoft Outlook, if you are using a different desktop email application, your pop-ups windows may look slightly different.**
2. After you click “ok,” an email window will pop-up. The subject line will be auto-filled with the following text:

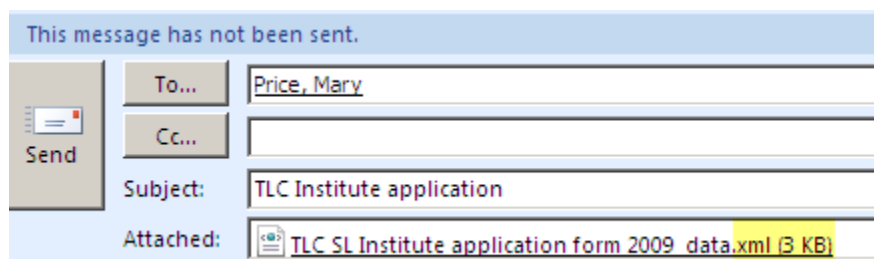


TLC Institute application

Please edit the subject line to include your last and first name or that of the team leader. The subject line should look like:

EXAMPLE: TLC Institute application, Mary Price

3. The attachment field will include an attachment with an “xml” file extension. The file name may appear as either a set of numbers or with other identifying text. This is normal.



The XML file is a file format that stores your application data.

4. Click the “send” button. You will have the option to print the form for your records or save a copy of the pdf to your hard drive at this time.

Method 2---submission as PDF file

In addition, to the XML method, you also have the option to save your completed form as a PDF file on your hard drive and send it as an attachment via email.

1. In Adobe Reader, click on the “save as” feature and identify a folder to save your file to. You will need to rename your file using the same convention listed above:

TLC Institute Application, First/Last

2. After you’ve saved the PDF file, you can attach it in an email to price6@iupui.edu. **To facilitate the processing of your materials, please use the following protocols for your email with attachments (narrative):**
 - a. In your email, please use the following SUBJECT LINE: “TLC Institute Application, team leader’s first and last name” (or individual instructor’s name if participating alone).

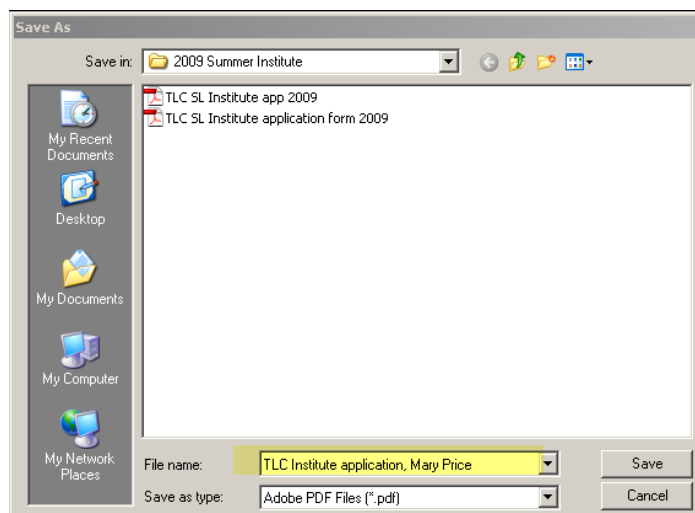
EXAMPLE: TLC Institute, Mary Price

- b. If you experience difficulty completing the form (e.g. entering narrative content), you can also attach a Word document containing the narrative content and include it with your email. Please format your filenames as follows:

For the Narrative - last name narrative date.doc

EXAMPLE: Price narrative 040609.doc

NOTE: If you have an earlier version of Adobe Acrobat Reader, you can still view the form, print it and complete it by hand.



TIPS TO SAVE YOURSELF TIME

There **are two major benefits** of an interactive form that will save faculty and staff mentors time:

- 1) **The Auto-Complete Function:** Don’t want to have type your name and campus address in every time you complete this form. Activate the auto-complete function and Acrobat Reader will remember items you designate and automatically enter that data for you the next time to use this form. This function is called “auto-complete.” To enable this function, do the following:

Enable the Auto-Complete feature

1. Choose Edit > Preferences (Windows) or choose Acrobat > Preferences or Adobe Reader > Preferences (Mac OS).
2. Select Forms on the left.
3. Under Auto-Complete, choose Basic or Advanced from the menu.
4. Select Remember Numerical Data if you want the Auto-Complete memory to store numbers that you type into forms.



When you select an option in the Auto-Complete menu, a description of how it affects the Auto-Complete behavior appears in the text area below.

- 2) **Enable Save Form Data:** With an interactive form you can complete the form once and save your completed application to your local hard drive. The information is editable so you can cut narrative information from an old entry and enter it into a new form. In order to be able save forms and data locally to your computer you will need to enable these rights for the SLA form. To enable user rights to save form data, follow the instructions below:

Enable Reader users to save form data

Ordinarily, Adobe Reader users can't save filled-in copies of forms that they complete. However, you can extend rights to Reader users so they have the ability to do so. These extended rights also include the ability to add comments, use the Typewriter tool, and digitally sign the PDF.

1. Choose Advanced > Enable User Rights In Adobe Reader.
2. Read the instructions that appear, and then click Save Now.

These extended privileges are limited to the current PDF. When you create a different PDF form, you must perform this task again if you want to enable Reader users to save their own filled-in copies of that PDF.