

Texas Call Interactive Form Instructions

Introduction:

The Adobe interactive PDF forms contain form fields you can fill in on-screen. After completion, you can print the PDF form or export the form data to a separate file. Exporting form data allows you to save the existing data or transmit it with an alternative method, such as email.

To fill out the interactive PDF form:

1. Select the Hand tool  Use the Tab key.
2. To make form fields easier to identify in the PDF file, do the following in the Document Message Bar:
 - To display a light blue color in the background of all form fields, select Highlight Existing Fields.
 - To display a red outline around all form fields that you are required to complete, select Highlight Required Fields.
3. If you leave required fields blank, you will not be able to submit your report.

To submit by email:

After completing the form, click the “submit by email” button located at the top of the form. Email your form using one of the three options provided below:

Option 1 (Recommended)

Desktop Email Application - Microsoft Outlook or Eudora

To submit the report with a desktop email application:

1. In the “Select Email Client” dialog box, select “Desktop Email Application,” then click “OK.”
2. In the “Send Data File” dialog box, click “Print Form” to print a copy of the filled-in form, then click “Send Data File.” Your default email application will display a new email message with the “To,” “Subject,” “Body,” and “Attachment” fields automatically filled in. Use your email application to send the email.

Option 2

To submit a PDF form with a web-based email service:

1. In the “Select Email Client” dialog box, select “Internet Email,” then click “OK.”
2. In the “Sending the Data File” dialog box, click “Save Data File.”
3. In the “Save Data File” dialog box, choose a location on your computer to save the file, then click “Save.”
4. Open a new browser window, log in to your web-based email service, and use your service to create a new blank email.
5. In the “Sending the Data File” dialog box in Acrobat, select the value in the “To” field, then right click and choose “Copy.”
6. In your blank email message in your Internet email service, click in the “To” field, and paste the data you copied. Repeat steps 5 and 6 for the “Subject” and “Message Text” fields.

7. Use your Internet email service to attach the data file that you saved in step 3 to your email message.
8. If you want a copy of the filled-in form, click "Print Form" in the Sending the "Data File" dialog box in Acrobat.
9. Click "Close" in the "Sending the Data File" dialog box.

Option 3

Other:

1. In the "Select Email Client" dialog box, select "Other," then click "OK."
2. In the "Sending the Data File" dialog box, click "Save Data File."
3. In the "Save Data File" dialog box, choose a location on your computer to save the file, then click "Save."
4. Write down the values that appear in the "To," "Subject," and "Message Text" fields so you can use them later when you want to email the form data.
5. If you want a copy of the filled-in form, click "Print Form" in the "Sending the Data File" dialog box in Acrobat.
6. Click "Close" in the "Sending the Data File" dialog box.
7. When you want to submit the PDF form, create a new email message in your email application. Enter the "To," "Subject," and "Message Text" values that you wrote down in step 4. Use your email application to attach the data file that you saved in step 3, then send the email to julie.jones@tdi.texas.gov.