Texas Call Interactive Form Instructions

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

To fill out the interactive PDF form:
- Select the Hand tool 🖑
- or use the tab key.
- If you want to make form fields easier to identify in the PDF file, do any of the following in the Document Message Bar:
- To display a light blue color in the background of all form fields, select Highlight Fields.
- To display a red outline around all form fields that you're required to fill, select Highlight Required Fields. (Using this option will display the form's required fields.) Leaving required fields blank will not allow you to submit your report.

Once you have filled in the appropriate form fields, do the following:

To submit by email:
After you've filled in the PDF form, click the "submit by email" button located at the top of the form.
In the Select Email Client dialog box, select the option that best describes how you send email, and then click OK:

Option 1
Desktop Email Application - Microsoft Outlook or Eudora. (Recommended)
To submit the report with a desktop email application:
In the Select Email Client dialog box, select Desktop Email Application; then click OK.
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 displays 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 (Windows) 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, and 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.state.tx.us