

Submitting a PDF form Electronically

First – you can always fill the form out electronically, print it and send it by mail.

Or

To submit a PDF form with a desktop email application:

- 1 After you've filled in the PDF form, click the submit or return form button on the PDF form.
- 2 In the Select Email Client dialog box, select Desktop Email Application; then click OK.
- 3 In the Send Data File dialog box, click Print Form if you want a copy of the filled-in form; then click Send Data File.
- 4 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. Click Close in the Email Confirmation dialog box in Acrobat.

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

- 1 Click the submit or return form button on the PDF form. If the form fields are blank, the Email “A Blank Copy of This Form” dialog box appears; click Email A Blank Copy.
- 2 In the Select Email Client dialog box, select Internet Email; then click OK.
- 3 In the Sending The Data File dialog box, click Save Data File.
- 4 In the Save Data File dialog box, choose a location on your computer to save the file; then click Save.
- 5 Open a new browser window, log in to your web-based email service, and use your service to create a new blank email.
- 6 In the Sending the Data File dialog box in Acrobat, select the value in the To field; then right-click (Windows) or Control-click (Mac OS) and choose Copy.
- 7 In your blank email message in your Internet email service, click in the To field, and paste the data you copied. Repeat steps 6 and 7 for the Subject and Message Text fields.
- 8 Use your Internet email service to attach the data file (that you saved in step 4) to your email message.
- 9 If you want a copy of the filled-in form, click Print Form in the Sending The Data File dialog box in Acrobat.
- 10 Click Close in the Sending The Data File dialog box.

Submit a PDF form at a different time:

- 1 Click the Submit or Return Form button on the PDF form. If the form fields are blank, the Email A Blank Copy Of This Form dialog box appears; click Email A Blank Copy.
- 2 In the Select Email Client dialog box, select Other, and then click OK.
- 3 In the Sending The Data File dialog box, click Save Data File.
- 4 In the Save Data File dialog box, choose a location on your computer to save the file; then click Save.
- 5 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.
- 6 If you want a copy of the filled-in form, click Print Form in the Sending The Data File dialog box in Acrobat.
- 7 Click Close in the Sending The Data File dialog box.
- 8 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 5. Use your email application to attach the data file that you saved in step 4; then send the email.