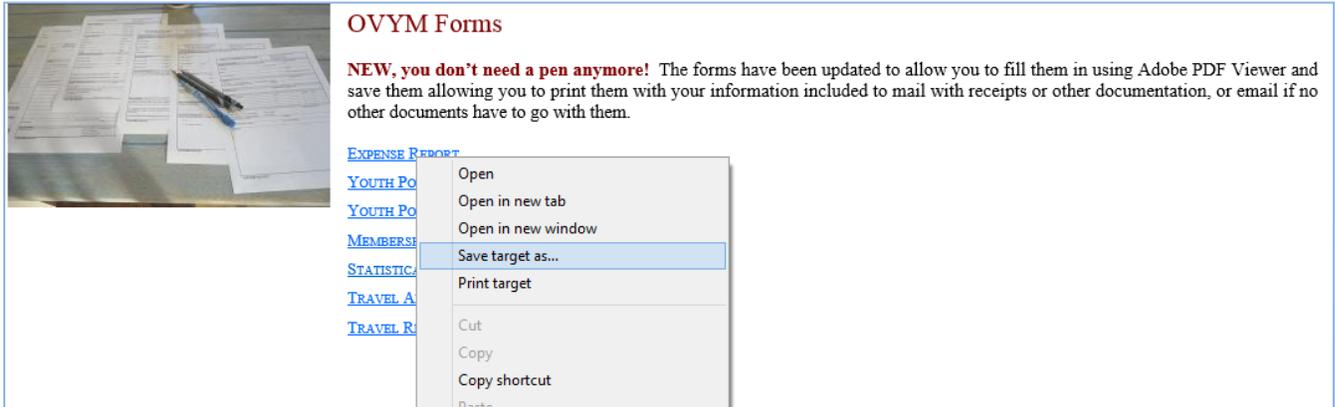


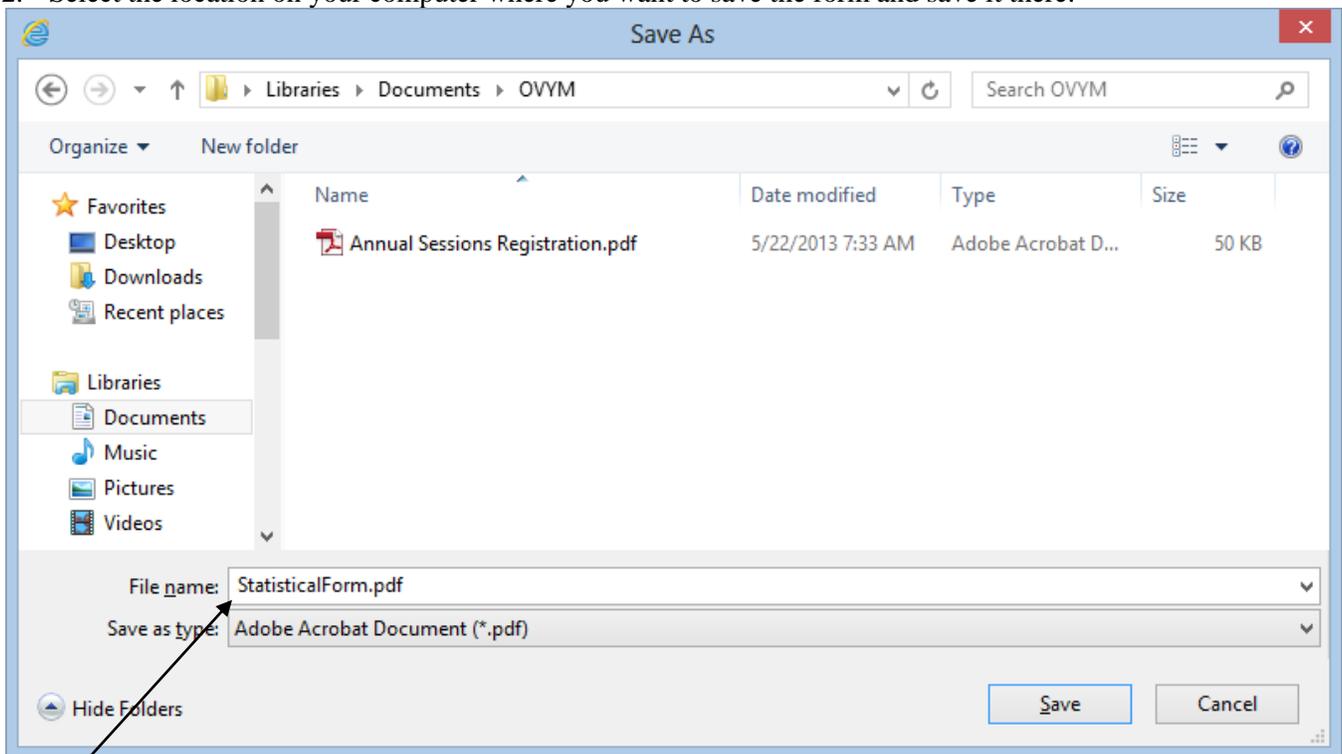
Filling In and Emailing PDF Forms

All of the new PDF versions of Forms, including the Registration for Annual Sessions, now have the ability to be completed within the PDF Reader and emailed. These instructions outline that process.

1. You must first download the file from our website and save it to your computer. This is a simple process. Right Mouse Click on the link for the form you wish to download, and select "Save target as..."

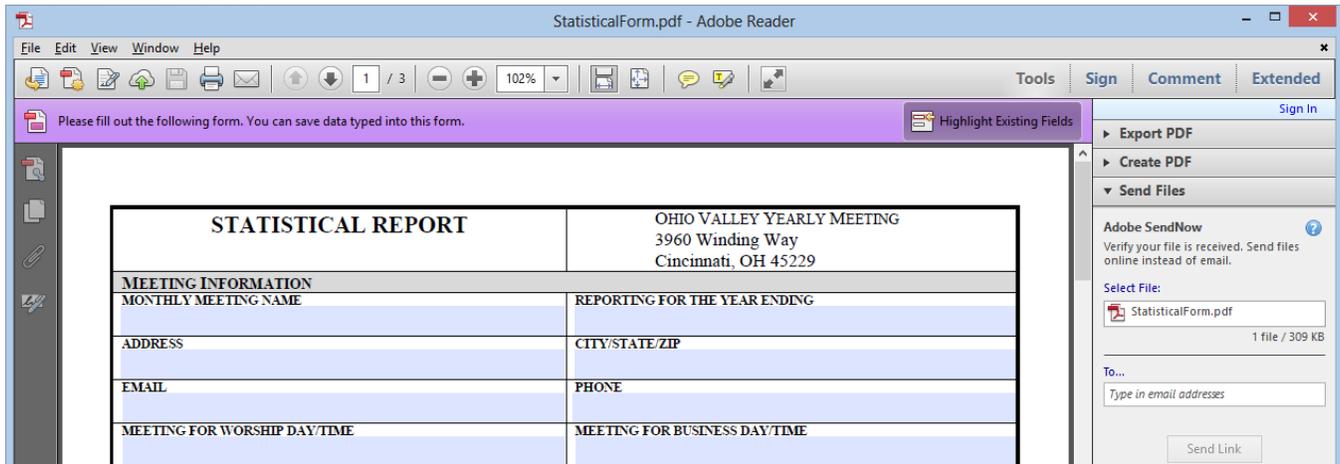


2. Select the location on your computer where you want to save the form and save it there.

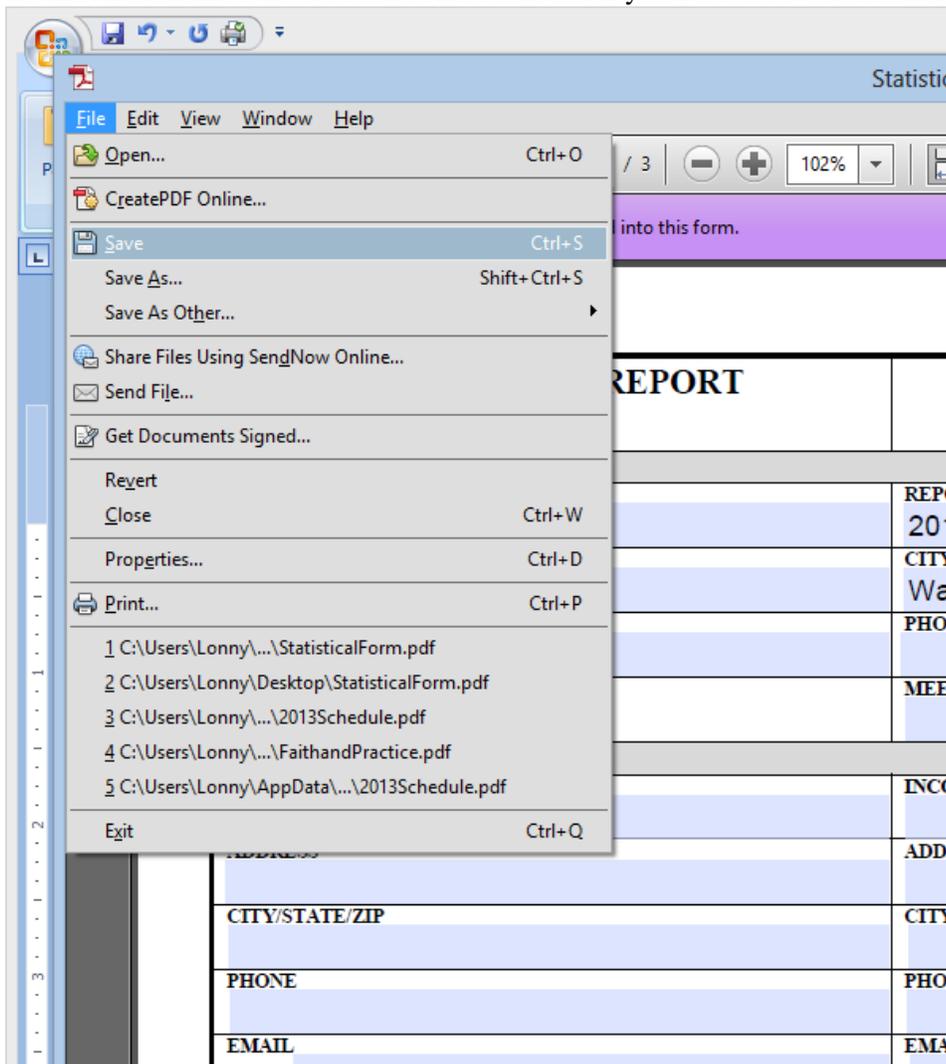


NOTE: You can use the standard name or rename it to something more meaningful, such as adding your name or the name of your meeting and perhaps a date. E.g., Miami Statistical Report 2013.pdf.

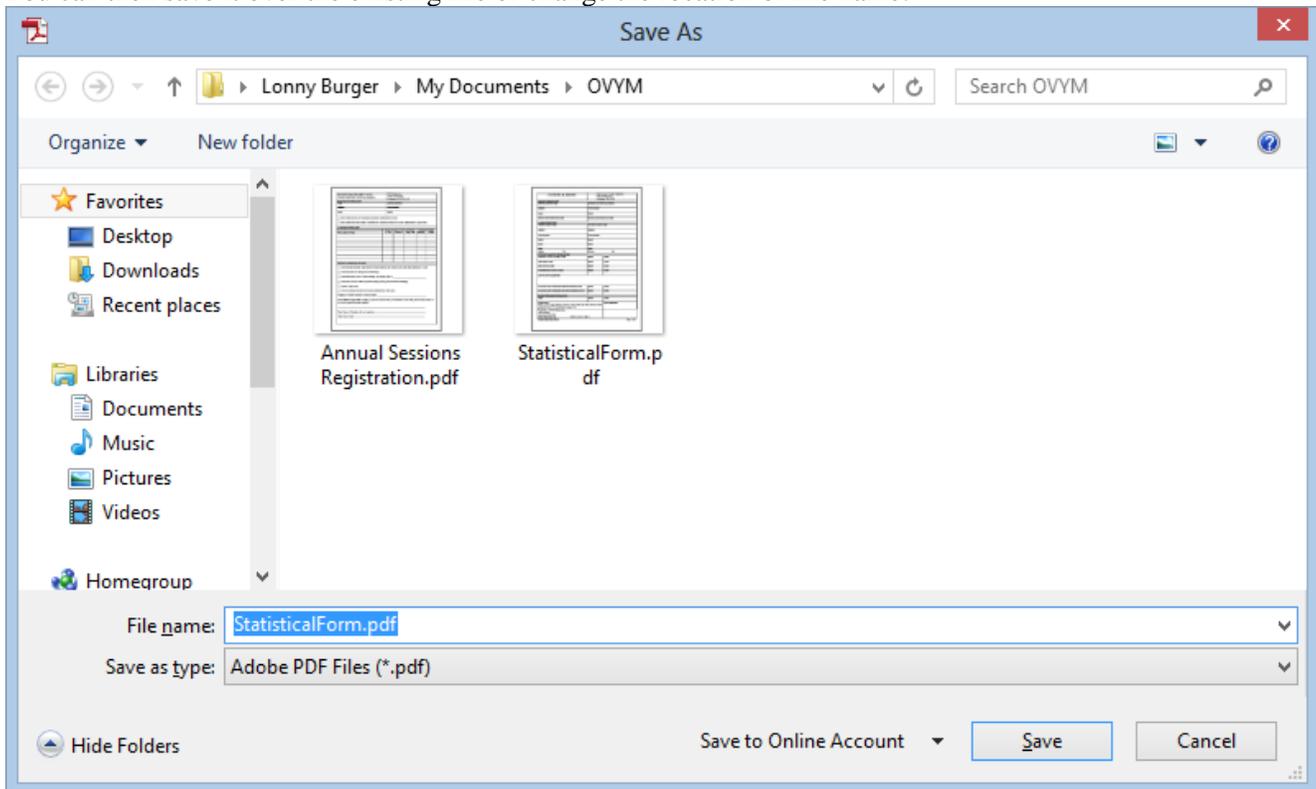
3. Open the PDF file you saved with the Adobe Reader. At this point, you can begin to fill in the fields (blue boxes) with the information you wish to email in the form. Of course, you can also print the PDF form from the Adobe Reader as well.



4. Once the information is filled in, you then select the Save command from the File menu to save the form with the information filled in. You can come back later if you need to edit or add more information.

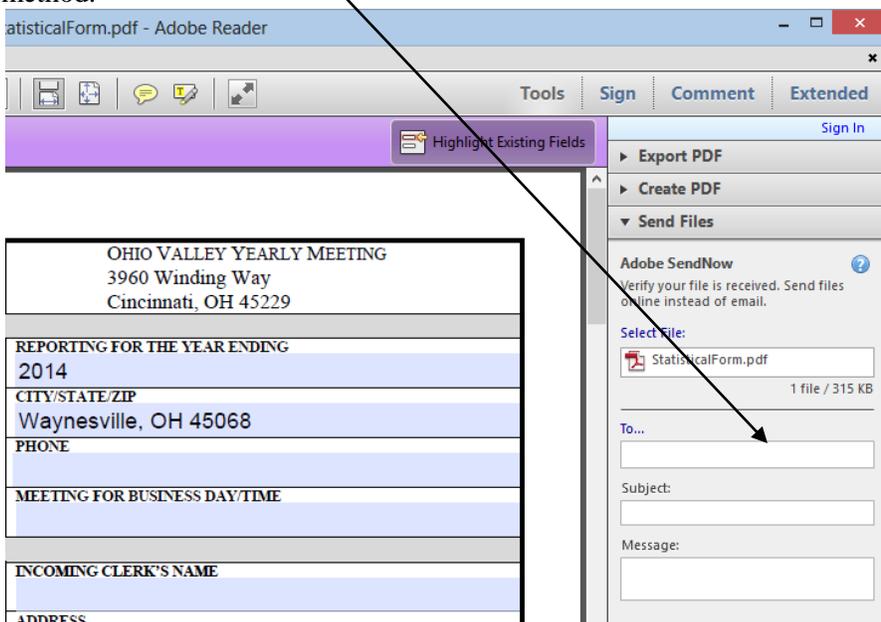


You can then save it over the existing file or change the location or file name.

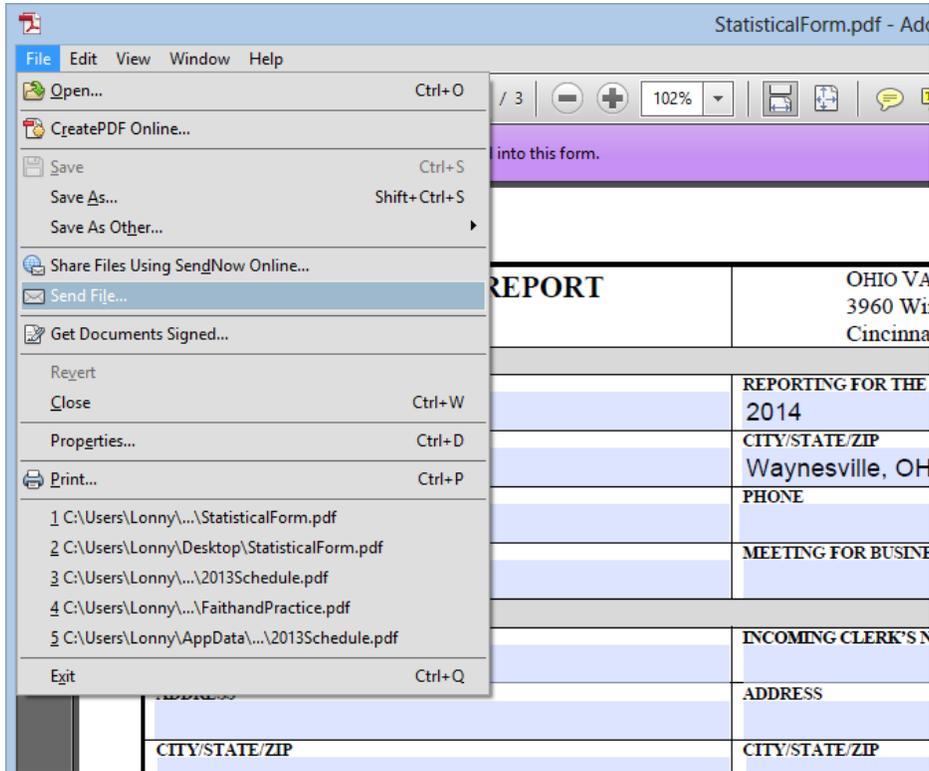


Now you have a form on your computer with the information filled in to refer back to in the future. It is now ready to be printed or emailed.

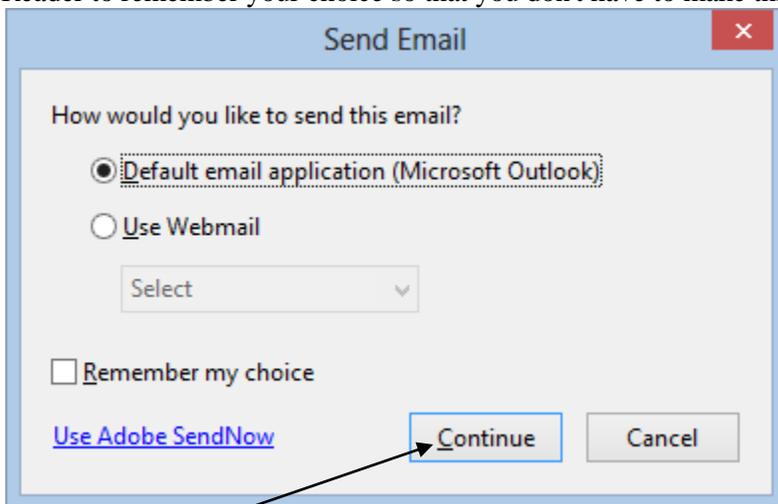
NOTE: If you look on the right side of the Adobe Reader, you will see fields that seem to indicate that the file can be emailed from here. This is a fee-based service offered by Adobe for which you must have a paid subscription and if you don't and are not signed in to that account, you will get a message offering you the opportunity to sign up for the fee-based service. As it is expensive and normally used by large businesses, I would not use this method.



5. Select "Send file..." from the File Menu.



You can either choose your default email on your computer or opt to use Webmail. You can also ask Adobe Reader to remember your choice so that you don't have to make this selection in the future.



Selecting Continue will launch an email message with the file attached.

At this point, you simply fill in the TO: and Subject: fields, add a short message about what you're sending, and send the email.

