

## Steps for Saving a Filled Lotus Form (XFDL) to a Non-fillable Adobe PDF File

Please note that the Adobe PDF Printer functionality to create PDF files is only available with Adobe Acrobat (paid version, Standard/Professional), and not with the free Adobe Reader.

If you are using Microsoft Windows, check to see if you have the 'Adobe PDF' print driver prior to printing to PDF.

Go to 'Start', 'Devices and Printers', or click on the 'Control Panel', and then under 'Hardware and Sound', you will see 'View devices and printers'. There you will see your entire available list of printers or print drivers. If you do not see 'Adobe PDF', then you do not have the 'Adobe PDF' print driver installed on your PC.

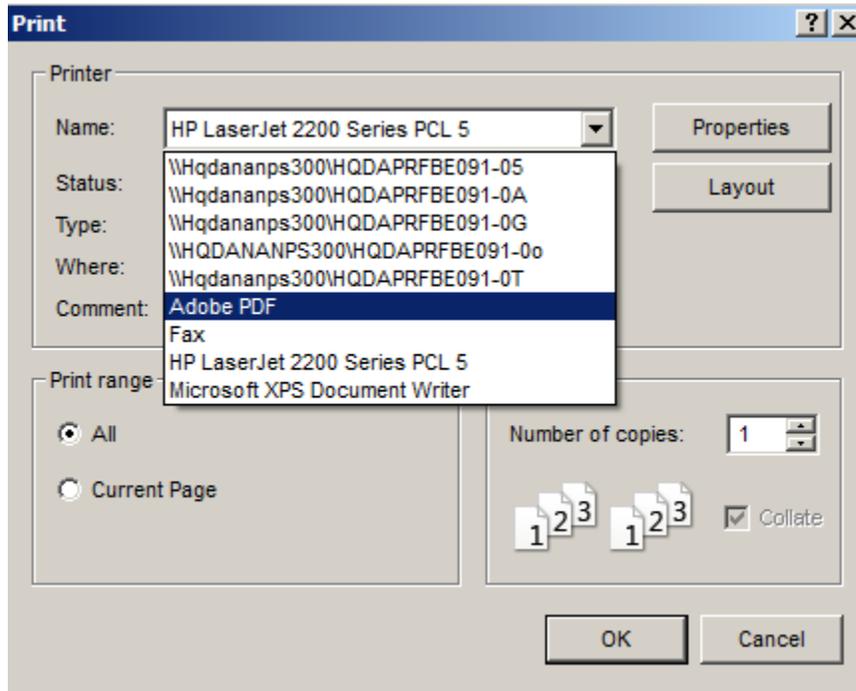
1. Open the Lotus Form that will be saved to Adobe PDF. Click on the print button in the Lotus Form.

 <b>U.S. ARMY</b>	 <b>U.S. ARMY</b> <b>Forms Content Management</b>	<input type="button" value="Add Attachment"/> <input type="button" value="Remove Attachment"/> <input type="button" value="View Attachment"/> <input type="button" value="Extract Attachment"/>
<input type="button" value="SAVE"/> <input type="button" value="SAVE AS"/> <input type="button" value="PRINT"/> <input type="button" value="EMAIL"/>	<input type="button" value="NEXT &gt;&gt;"/>	This form has 0 attachments.

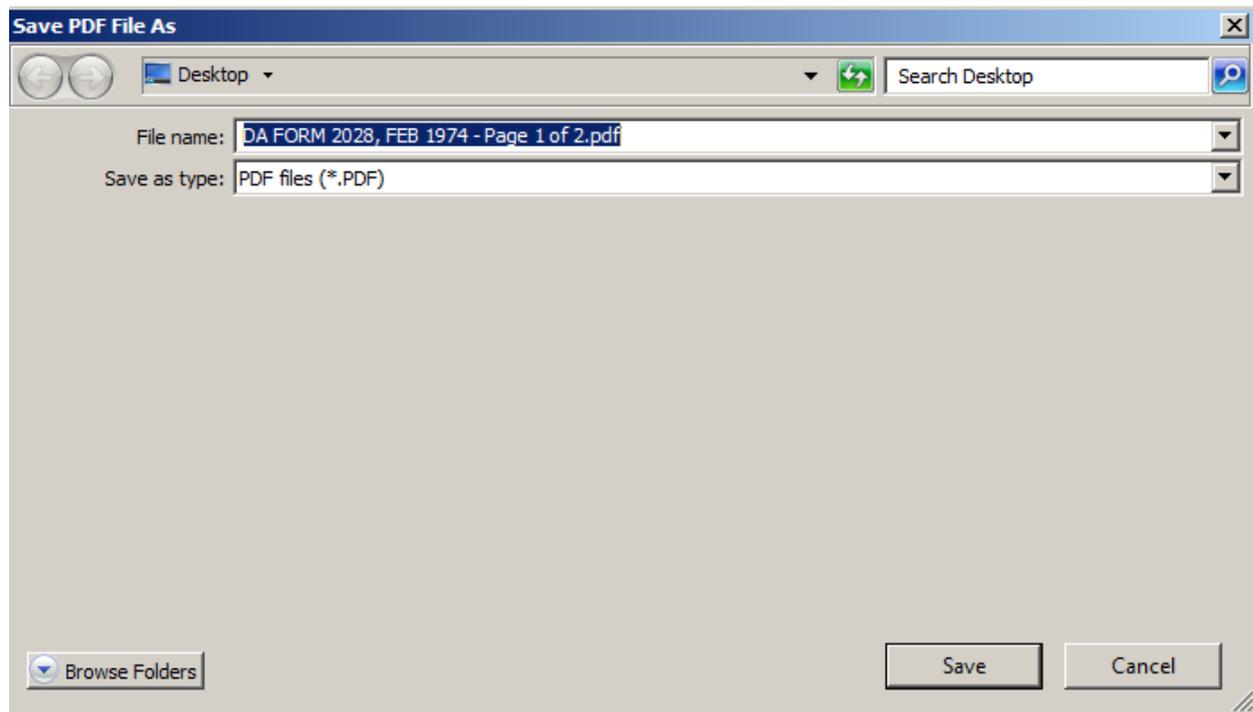
  

<b>RECOMMENDED CHANGES TO PUBLICATIONS AND BLANK FORMS</b>						Use Part II (reverse) for Repair Parts and Special Tool Lists (RPSTL) and Supply Catalogs/Supply Manuals (SC/SM).	DATE  
For use of this form, see AR 25-30; the proponent agency is OAASA							
TO: (Forward to proponent of publication or form) (Include ZIP Code)						FROM: (Activity and location) (Include ZIP Code)	
<b>PART I - ALL PUBLICATIONS (EXCEPT RPSTL AND SC/SM) AND BLANK FORMS</b>							
PUBLICATION/FORM NUMBER					DATE	TITLE	
ITEM	PAGE NO.	PARA-GRAPH	LINE NO.*	FIGURE NO.	TABLE NO.	RECOMMENDED CHANGES AND REASON (Provide exact wording of recommended changes, if possible).	

2. Select the Adobe PDF option from the print window.



3. When prompted to save the file, save it to a location that is easily accessible (e.g., the desktop).



- Once saved, a copy of the non-fillable Adobe PDF will appear.

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\* For those that do not have the ability to print to PDF, recommend printing to paper. If needed electronically, the paper version can be scanned.