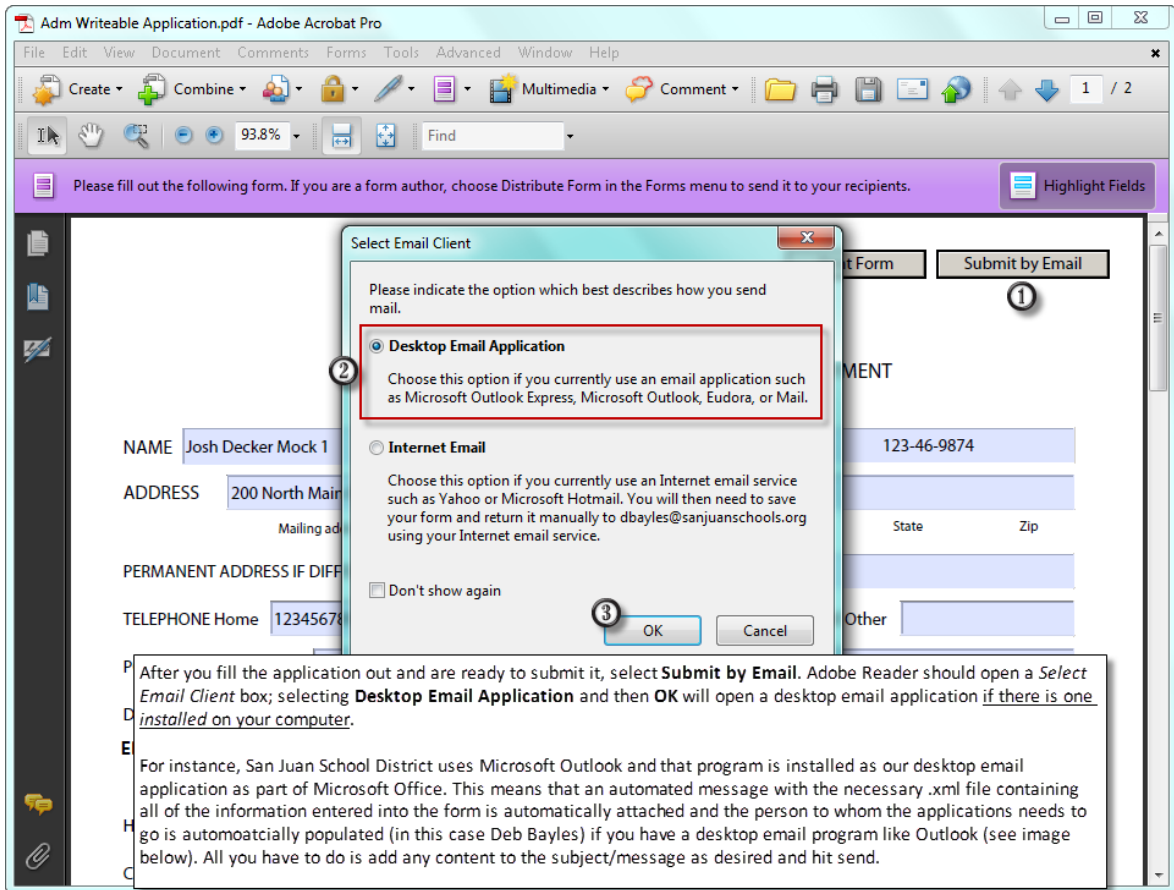


Technical Directions for San Juan School District's Writeable .PDF Applications: Spring 2011

Below are visual guides for those submitting a district writeable .pdf application form. *Please review these visuals before you begin the submission process so you understand what you must do*—thank you for considering San Juan School District.

Desktop Email Application Submission Option



Adm Writeable Application.pdf - Adobe Acrobat Pro

Please fill out the following form. If you are a form author, choose Distribute Form in the Forms menu to send it to your recipients. Highlight Fields

Select Email Client

Please indicate the option which best describes how you send mail.

Desktop Email Application
Choose this option if you currently use an email application such as Microsoft Outlook Express, Microsoft Outlook, Eudora, or Mail.

Internet Email
Choose this option if you currently use an Internet email service such as Yahoo or Microsoft Hotmail. You will then need to save your form and return it manually to dbayles@sanjuanschools.org using your Internet email service.

Don't show again

OK Cancel

NAME Josh Decker Mock 1
ADDRESS 200 North Main
PERMANENT ADDRESS IF DIFFERENT
TELEPHONE Home 1234567

Submit by Email

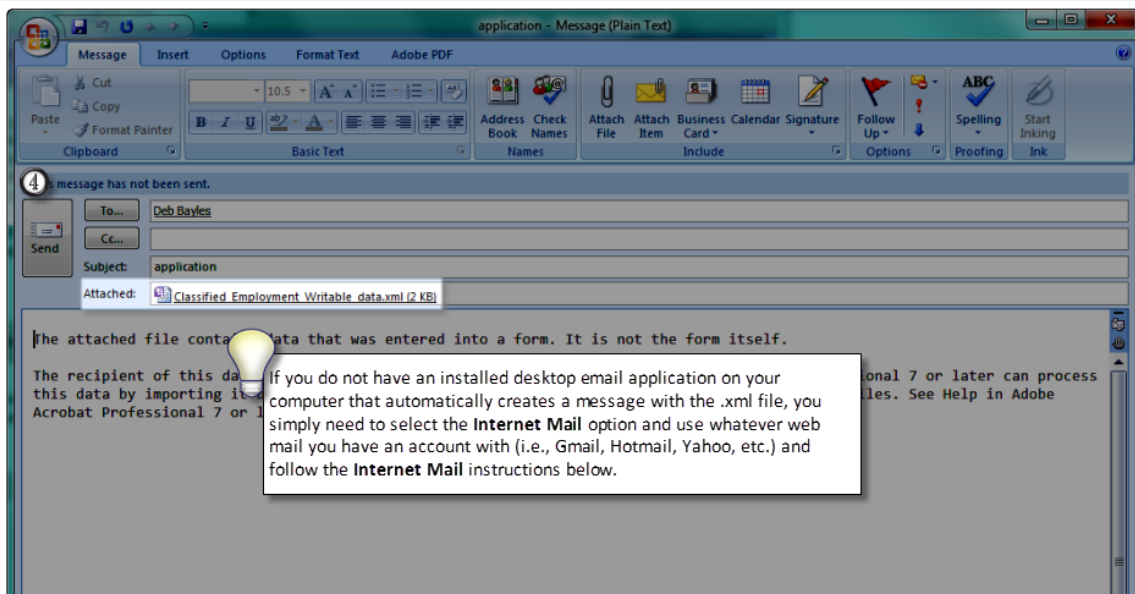
123-46-9874

State Zip

Other

After you fill the application out and are ready to submit it, select **Submit by Email**. Adobe Reader should open a *Select Email Client* box; selecting **Desktop Email Application** and then **OK** will open a desktop email application if there is one installed on your computer.

For instance, San Juan School District uses Microsoft Outlook and that program is installed as our desktop email application as part of Microsoft Office. This means that an automated message with the necessary .xml file containing all of the information entered into the form is automatically attached and the person to whom the applications needs to go is automatically populated (in this case Deb Bayles) if you have a desktop email program like Outlook (see image below). All you have to do is add any content to the subject/message as desired and hit send.



application - Message (Plain Text)

message has not been sent.

To: Deb Bayles

Cc:

Subject: application

Attached: Classified Employment Writeable_data.xml (2 KB)

The attached file contains data that was entered into a form. It is not the form itself.

The recipient of this data will receive this data by importing it into Adobe Acrobat Professional 7 or later. If you do not have an installed desktop email application on your computer that automatically creates a message with the .xml file, you simply need to select the **Internet Mail** option and use whatever web mail you have an account with (i.e., Gmail, Hotmail, Yahoo, etc.) and follow the **Internet Mail** instructions below.

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Internet Email Submission Option

