

Field Education Program Form Instructions

Note: For the interactive capabilities of the forms to work properly, it is recommended that Adobe Acrobat Reader 7.0 be utilized. It is available in the HC/HC Library and in the HC/HC computer lab. It is also provided on the CD-Rom that was distributed to the supervisors (and available at cost in the HC/HC Bookstore) and at www.adobe.com as a free download.

To submit forms:

1. Prior to submission via email, print the form for your records. Data cannot be saved with the Adobe Acrobat Reader 7.0 (it can be saved with the Professional version of Adobe Acrobat 7.0).
2. Click the "Submit by Email" button (located for your convenience at the top and the bottom of each form).
3. You will be asked to then choose the type of email service you use – Desktop email (i.e. Netscape, Outlook Express, etc.) or Internet email (i.e. Hotmail, Yahoo, etc.)
4. You will then be prompted to print the form for you records (which is highly recommended) before clicking "Send Data File."
5. If you use a Desktop email application, your email program will open with the proper subject, email address and attachment and can be sent in the normal fashion. If you use Internet email, a window will open with all of the appropriate information, directions on how to save the data file and with the proper subject, email address and message to send (each can be selected so that it can be copied and pasted into the proper place).
6. The form can now be reset so that another student may be submitted by clicking the "Reset Form" button.

To import data:

1. Data can only be imported with the full version of Adobe Acrobat 7.0.
2. Open the proper blank form in Adobe Acrobat Professional 7.0 (data that is received through email will have the proper form listed in the subject line of the email). Tip: create a folder for each of the 9 forms and save the data file with the name of the student after the form number – for example, a form will come in an email with the subject line "Data from 3 - Mid-Year Evaluation by Student" and should be changed to "3 – Demetrios Mathetis" and placed in the "3 - Mid-Year Evaluation by Student" folder. This will aid in locating forms as needed. This can be done as the email is received or at step 5 below.
3. In Acrobat, choose Advanced > Forms > Import Data to Current Form and browse for this data file.
4. You will see the form with the data in it. Print it.
5. After printing the form, change the name of the file (see step 2 above) by going to the correct directory, clicking on the name and typing a new one.