

Perceptive TransForm Designer PDF Import Conversion Guide

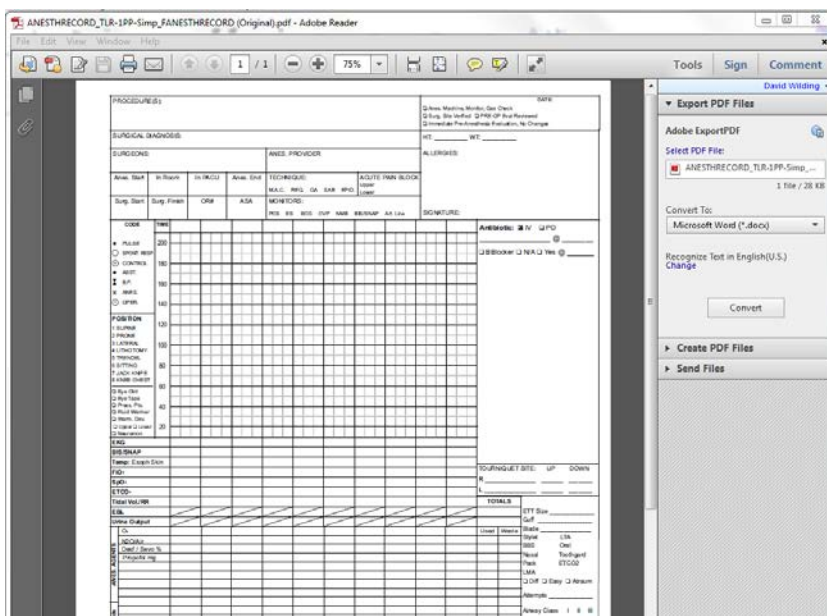
Overview

TransForm provides the capability to import an existing Adobe PDF form into the TransForm Designer application allowing for quick, easy, and rapid electronic form conversion. However, due to the various Adobe PDF formats and types available, TransForm Designer may not be able to convert and import the electronic form automatically. In these cases, the steps contained in this document help convert the Adobe PDF file into an importable Microsoft Word document and then back into an appropriate PDF format suitable for TransForm Designer.

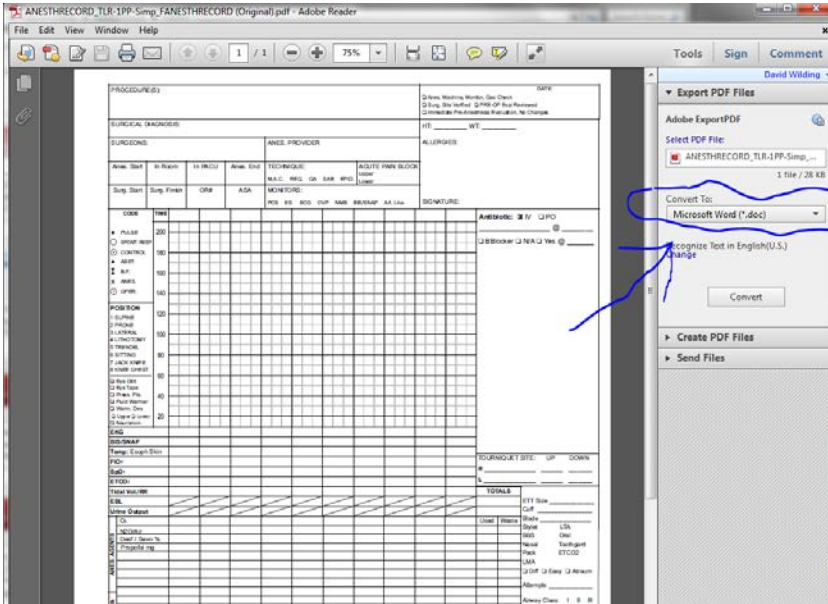
PDF import conversion

Note that these steps use the Acrobat Online Services (Adobe Export PDF). Users who want to convert PDF forms for import into TransForm Designer using this Acrobat Online Service and Microsoft Word need to obtain an account directly from Adobe and a license for MS Word from Microsoft at their own expense.

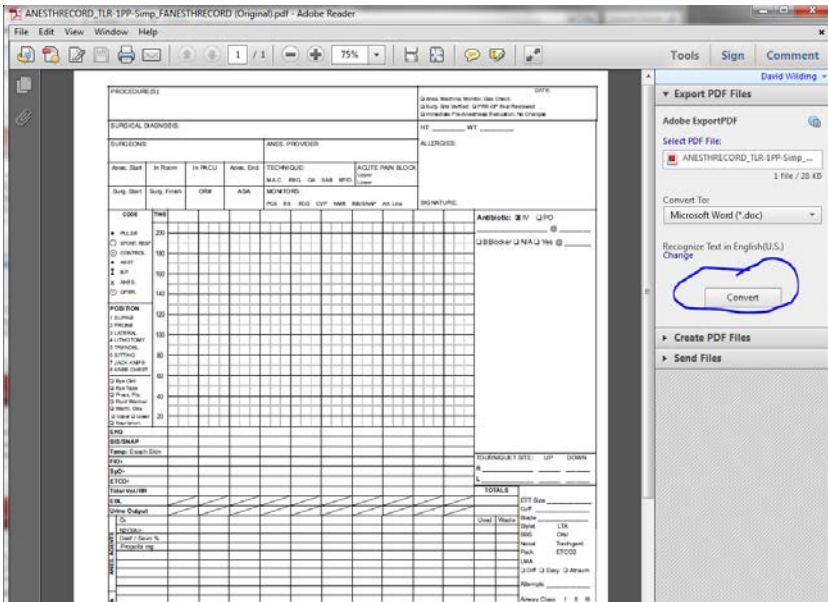
1. To convert, open the existing PDF file in Adobe Reader and log into the Acrobat Online Service.



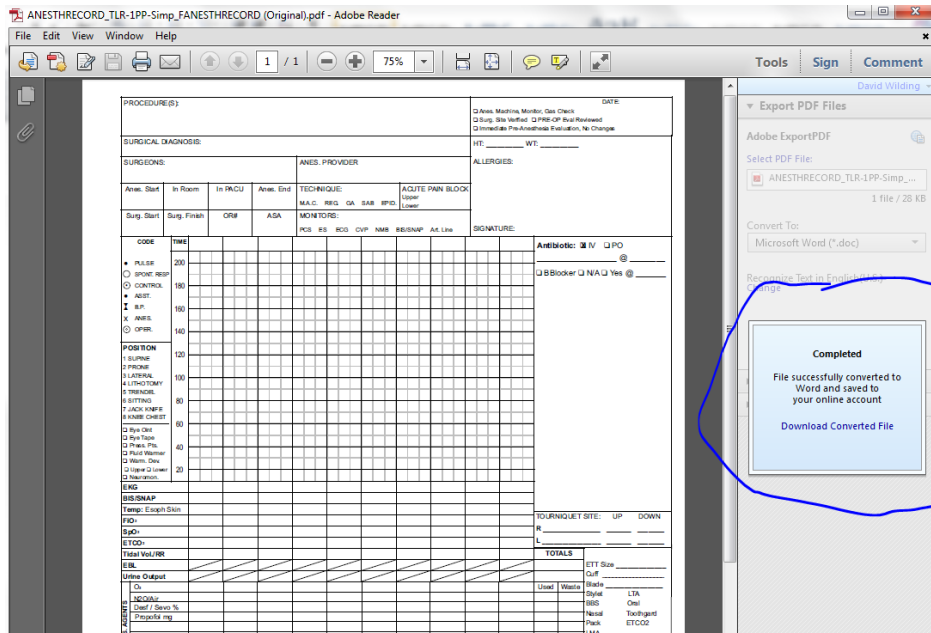
- In the **Convert To** list, click **Microsoft Word (*.doc)**.
Note Do not use *.docx.



- Click **Convert**.



“Completed” displays after the conversion process finishes.



4. In the **Completed** box, click the **Download Converted File** link and complete the following steps.
 1. Name your new converted MS Word file.
 2. Choose your file destination.
 3. Save the converted file.
 4. Close Adobe Reader.
5. Open the newly created MS Word file from your saved file destination using MS Word.
6. To optimize the conversion process, review the MS Word version of the document for any unusual fonts, font sizes, or cosmetic issues, and save changes.
7. Click **Save As** and select your file destination.
8. Provide a unique name, such as adding "converted" to the end.
9. Change the type to **.pdf**.

Note When the type is changed to PDF, additional options display.
10. Select the **Minimize size (publishing online)** option under **Optimize For**.
11. Click **Save** and close MS Word.

The newly created PDF will now import to TransForm.