**Adobe Form Save/Save As Procedure**

Note: All original Adobe Forms will be located on Weebly.

How to save Adobe Forms from Weebly:

1. From Weebly hover your mouse cursor over the name of the form you would like to save. Left click our mouse once. The form has opened in a new window.
2. Using your mouse hover your cursor over the *Save As icon* on the top right corner of the document (it looks like a floppy disk and is located to the right of the print icon), then left click your mouse once. A Save As box will appear. On the left side of the Save As box there is a list of locations you can save the Adobe Form to. Using your mouse hover your cursor over the vertical rectangle on the right of this list. Using the wheel on your mouse scroll the list until you see the word Desktop. Once again using your mouse, hover your cursor over the word Desktop, then left click once. You have now selected your desktop to save the Adobe Form too. Finally use your mouse to move your cursor to the bottom right corner of the Save As box. There you will see the word Save. Left click your mouse once on the word Save. You have now saved the document onto your Desk for quick access.

How to open and save an Adobe Form from your desktop.

1. At your desktop, use your mouse to hover the cursor over the form you wish to open and save. Left click your mouse twice quickly. The form has now opened.
2. Using your mouse, hover the cursor over the word File located on the top left corner of the screen. Left click your mouse once. A drop-down menu has appeared. Using your mouse move the cursor down to the words Save As…, left click your mouse once.
3. A new box titled Save As PDF has opened. Under the title Save in Recent Folder… the folder/location Desktop should be listed. Using your mouse, hover the cursor over the word Desktop and left click once.
4. A new box titled Save As Pdf has opened. Near the bottom half of the box on the left side you will see File Name. In the box to the right of File Name is the original name of the Adobe Form. Using your mouse hover your cursor over the file name currently in the box, doble click the left mouse button quickly. The file name should now be highlighted light blue. Now type in the name you would like to save the file as. Using your mouse, hover the cursor over the box labeled Save located in the bottom right corner of the Save As PDF box you are currently using. Left click you mouse once. The Adobe Form has now been saved as a new document reflecting the information you will fill it with.

Note: By changing the file name now, it will also keep the original Adobe Form blank for future use.

1. Fill in the fields of the form as needed.
2. Upon filling in the necessary fields, save the Adobe Form by: Using your mouse, hover your cursor over the floppy disk located near the top left corner of your screen, and left click your mouse once. The Adobe Form has been saved and can be closed. To close the form use your mouse to hover the cursor over the X located on the top right corner of the screen, left click once.

5/23 EHS-HS Teams\Admin\Procedure Manual\ERSEA\ Adobe Form Save/Save As Procedure