

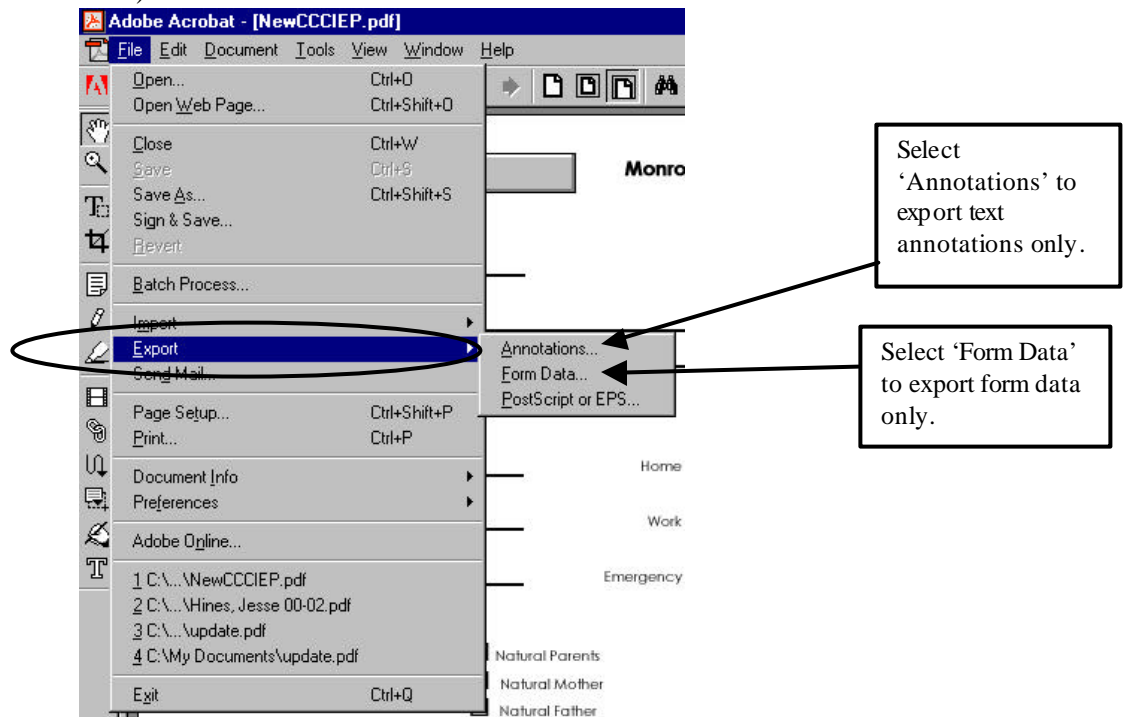
Tranferring data from one PDF file to another

If you need data from one pdf file transferred to another because you downloaded a new IEP form and need to use the new, you don't have to retype the whole IEP. All you need to do is to transfer the data from one to the other.

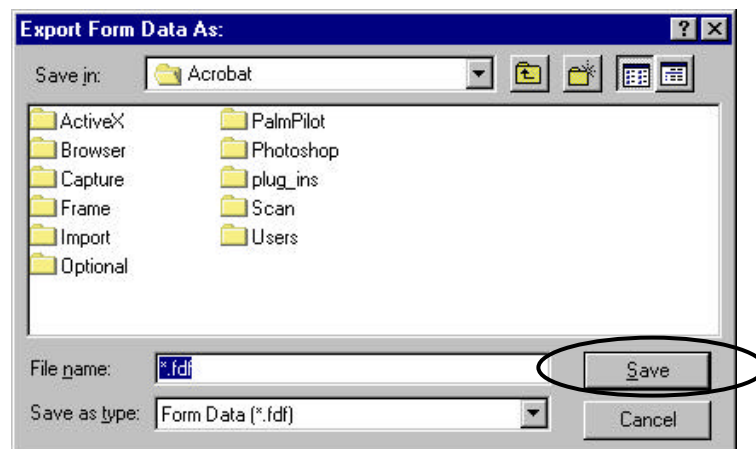
NOTE: When transferring data from one IEP to another, TEXT ANNOTATIONS ARE NOT TRANSFERRED. YOU NEED TO GO THROUGH THE WHOLE PROCESS BUT SELECT 'ANNOTATIONS' INSTEAD OF 'FORM DATA'

First you have to download the new IEP (If you haven't done that).
Second you need to open the IEP that you want to transfer

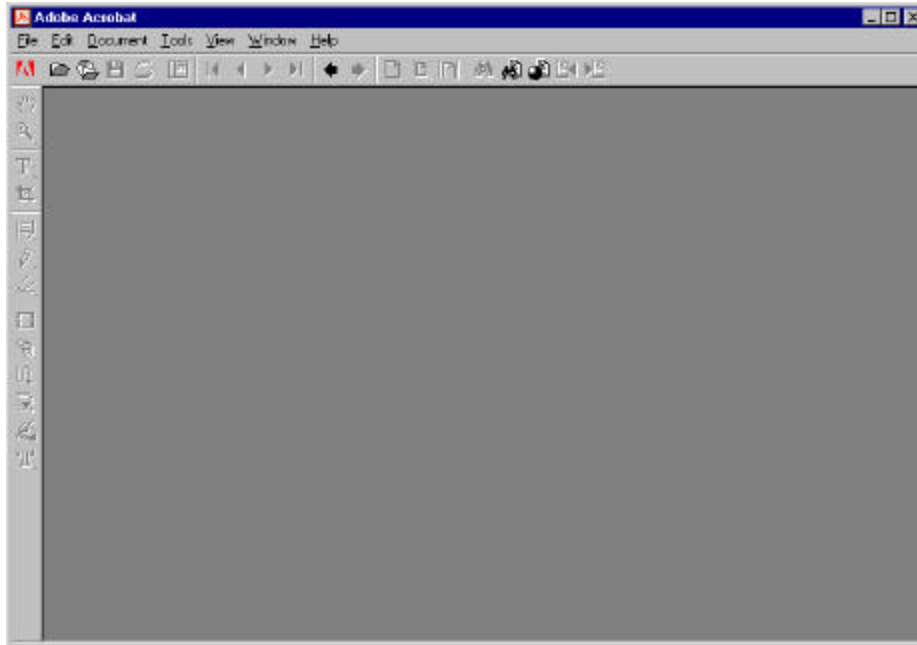
1. Select 'Export' from the file menu as shown below, then 'Form Data'. This exports only the document data (all of the data).



2. You'll get the 'Save' dialog box as shown below. Notice that it will have the same name as the original file, except the type is 'Form Data (*.fdf)', as shown at the bottom on the dialog box. Remember the file name and location as you will need it when you import the data to a new IEP. Press 'Save' when done.



3. Close the current acrobat document (or any acrobat document in memory) by selecting 'File' then 'Close' from the menu item. Once all the documents are closed, there should be a gray screen with the Acrobat menu item and icons as shown below.



4. Open a blank IEP, then select 'File', then "Import", then 'Form Data' as shown below. The data should now be in the new IEP. Save the file under a different name and delete the old IEP if necessary. Don't forget to make any text annotations you had on the old IEP as these don't get transferred.

