

HomePro Services Electronic Forms Supporting Documentation

MESSAGE FROM THE DEVELOPER

3/17/2015

Hopefully these home inspection forms have been working well for all of you. I have created this PDF to offer more information about the PDF forms you have received. Please do not be shy to contact me with any questions!

Using this form requires Adobe Reader which is available for free on the Adobe website (link provided below). Make sure you get the correct version (Mac or PC). Adobe Reader is also available as a mobile app, please search the app store on your device for "Adobe Reader"

<http://get.adobe.com/reader/>

USING THE FORMS ON A DESKTOP COMPUTER

Step 1 - Open and Save As...

Open the form that you would like to use with Adobe Acrobat. Then use the save as function to save the file using your own naming convention. Please remember to keep a backup of the blank original form stored on your computer.

Step 2 - Filling Out the Form

Fill out the form by selecting the desired text field, box or drop-down menu. The drop-downs on form #3 require you to press enter after you have made your selection from the drop-down list. Also many of the text fields will auto-size your type so if it looks like you do not have enough room, just keep on typing.

Step 3 - Save and Print

After you have filled out the form please save the form and print out a copy for yourself as backup.

Step 4 - Delivery Electronically

These forms can be attached to emails and other things however when using the Adobe Acrobat you cannot "flatten" the form. This means removing all of the form data and simply sending an PDF that is not editable PDF. I am work

If you send the forms electronically the client will be able to edit the fields and save it again.

HOW TO "FLATTEN" FORMS & OTHER FEATURES

Unfortunately it is not possible to flatten the forms using Adobe Acrobat. However if you purchase or own any version of Adobe Acrobat Pro (Current Version is Acrobat XI) you are able to flatten forms as well as the other following functions: adding a stamp that you can use as your signature, attaching files, and many other useful capabilities. I have provided a link below where you can purchase Acrobat Pro or download a free 30-day trial. Please refer to page 5 for an alternate option.

<http://www.adobe.com/products/acrobatpro.html>

USING THE FORMS ON A MOBILE DEVICE

Using Adobe Reader or other apps available on your specific mobile device store is another way that these PDF forms can be filled out. Currently we are working on a better mobile solution and using the inspection forms on mobile will be considered BETA until further notice.

Using Adobe Reader

Step 1 - Email Yourself the Form

Open the form on a desktop computer, click save as and choose your desired naming convention. This name cannot be changed later in the process! Then email the form to an account that you can access from your mobile device.

Step 2 - Open the Form with reader

Once you have located the email with the form attached please click on the attachment and look for an option to share or open the file with a specific app. On my iPhone4S I can open the attachment and then click a button that gives me the option to "open with" I click this option and then choose Adobe Reader.

Step 3 - Editing the Form in Reader

Once you have the form open in Adobe Reader you can edit the form as you wish and click the back button to initiate an auto-save. Reader will not let you change the name of the file, so please have the filename changed as discussed in step one (1).

Step 4 - Sharing or Printing

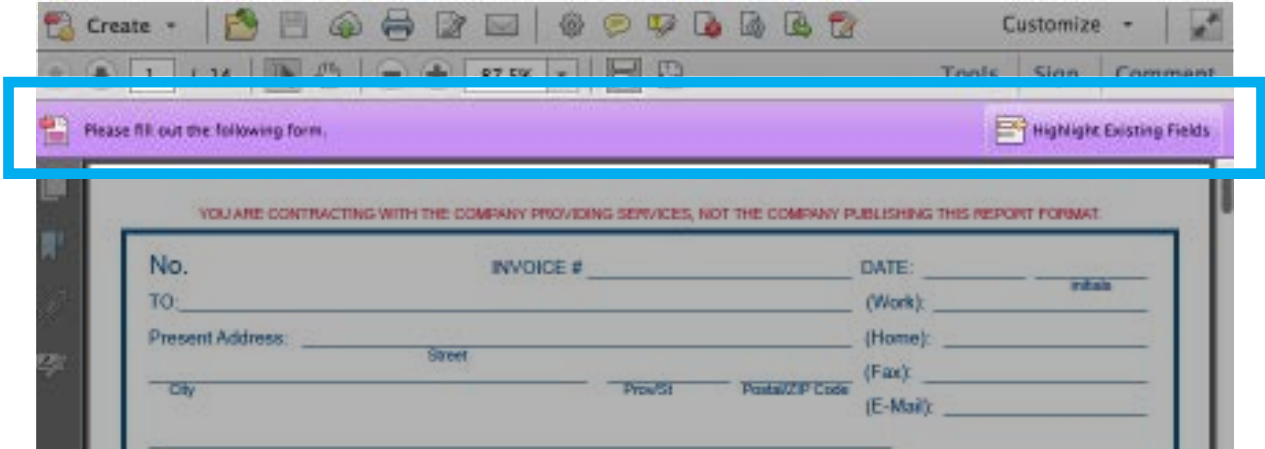
Once you are finished editing the form there will be a button that will enable you to email, print, or open with. My suggestion is to email this form to your email address as a backup. Then you can forward this email to your client with a message and other attachments you wish. If you would like to print the form and have access to a printer with wifi choose the print option and print away.

NOTE: Adobe is constantly updating the Reader mobile have to have increased functionality and reliability. Please update the app when updates are released.

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REMOVING THE GRAY BOXES ON FORMS

It is possible to remove the gray boxes that surround each form field. To do so open the desired form and look on the top-left side of the screen, the first icon on the list of icons will toggle the purple bar (highlighted in light blue) on and off. Once you are able to view the purple bar there is a icon that says "Highlight Existing Fields" click this to turn off the gray boxes that surround the different form fields.



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HOW TO USE THE FORMS ON DESKTOP

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<http://www.adobe.com/products/acrobatpro.html>

www.pdfforge.org/download

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These forms can be attached to emails and other things however when using the Adobe Acrobat you cannot "flatten" the form. This means removing all of the form data and simply sending an a PDF that is not editable PDF. Please visit the PDF forge link at the top of the page to download and install their PDF Creator Product. This will appear in the print dialog as you want to print the document to PDF before delivering the inspection to the client.

NOTES:

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HOW TO USE THE FORMS ON MOBILE

REQUIREMENTS

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HOW TO FLATTEN THE FORMS

This document is to offer information about flattening PDF forms to reduce the file size and remove form fields so it is no longer editable by a third party.

Creating a flattened PDF with Adobe's free software "Reader" is not possible and a workaround is needed to do this for free. If you would like to purchase Adobe Acrobat Pro you will have the capability to flatten forms, please search for "Adobe Acrobat Pro" to purchase a download or hard copy.

Flattening a PDF form is actually quite simple and mainly involves using the print function inside of Adobe Reader. Please refer to the steps below and do not be shy to contact us if you have any questions.

STEP 1

Visit www.pdfforge.org/download to download their PDF Creator software for free.

STEP 2

Install the software and open the form you want to flatten in Adobe Reader.

STEP 3

From the "File" menu choose print and in the dialog where you can select a printer you should now see an option for PDFCreator. Select this option and click print.

STEP 4

Enter your preferred naming convention and any other information you want to include. Then either use the save or email option to export a flattened PDF to the selected function.