

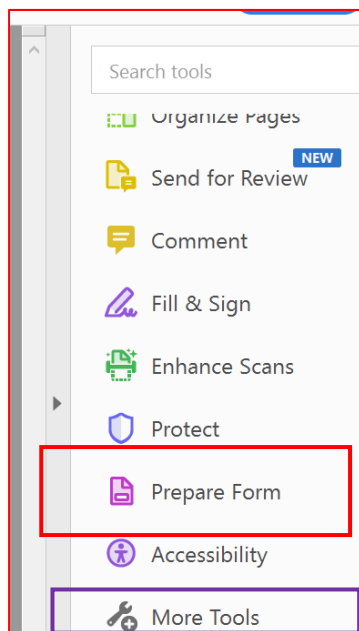
Form Instructions for Customizing CalFresh Healthy Living, UC

Requirements for customizing the Forms:

Adobe DC*

**Depending on your version of Adobe, you may not have the ability to make edits or changes to these forms. Please contact the State Office if you have any issues editing the form.*

1. For Tablet users you will need to follow these steps on a PC with Adobe DC, then email the customized form to yourself and load onto the tablet with adobe reader, which is free.
 - a. Be sure to save the customized form on the tablet into the Adobe Reader, the form will not work properly in the explorer or preview mode of Adobe.
 2. For emailing forms follow these instructions, save file and then attach the forms to email(s).
 3. For distributing the forms you will need to change the email address and save prior to distributing forms to extenders. Instructions for distributing the forms can be found [here](#).
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- A. Save the document to your network or computer
 - B. Go to file save as – rename document according to your office naming conventions
 - C. Open the renamed file from your computer
 - D. Go to Prepare forms in the tools

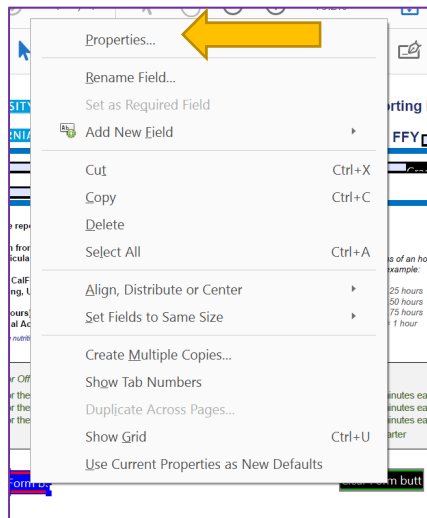


- a. If the **“Prepare Forms”** does not show on your tool side bar click on **“More Tools”** scroll down to **“Forms and Signatures”** and add the **Prepare Forms** to your tools.

- E. This will enable all of the form fields:

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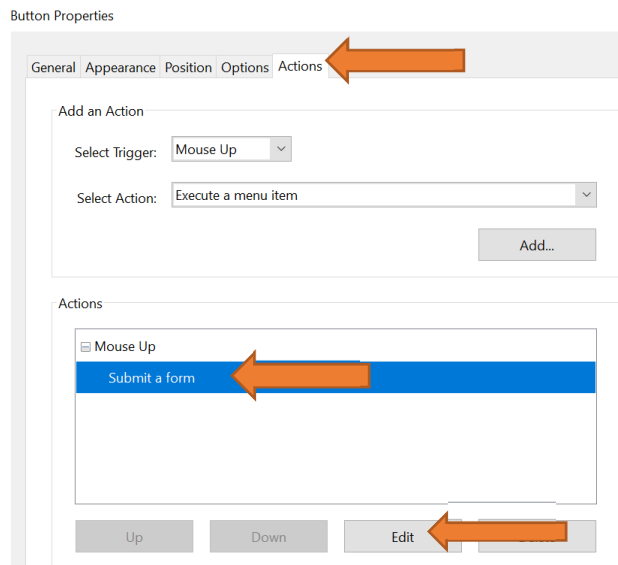
F. Right Click with your mouse on the **Submit Form** Button.



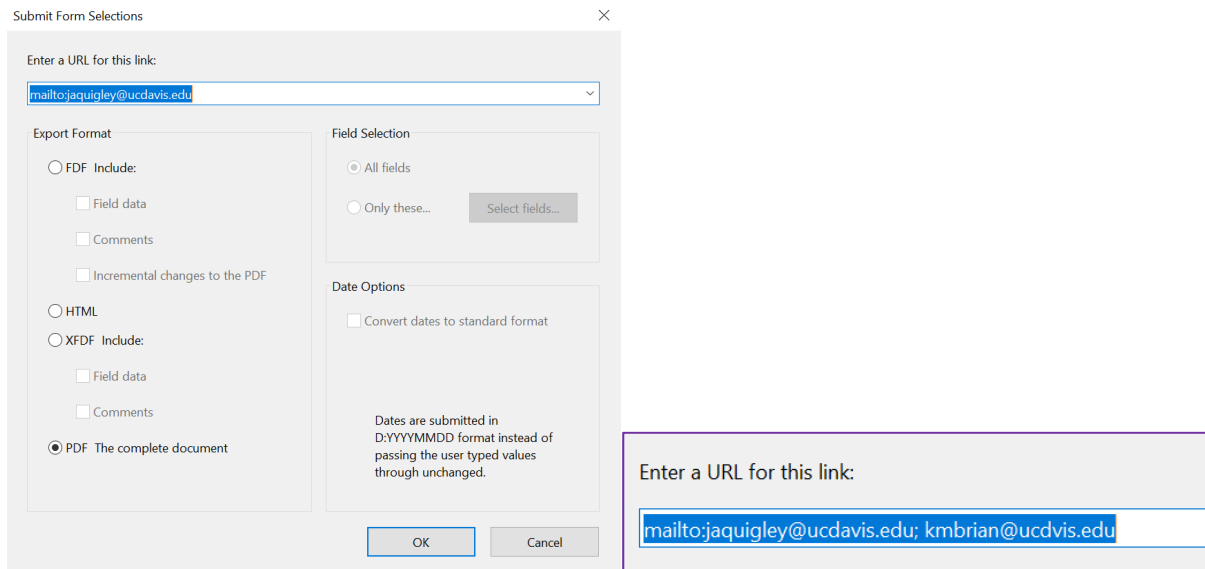
G. Choose the Properties from the pop up menu

H. This will provide another pop up window with tabs, go to the **“Actions”** tab and click on the submit form and then click **“Edit”**

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- I. Change the email to your email address, but do not delete the **mailto:** portion for example <mailto:yourname@ucanr.edu> this will change the submit button to send all forms to the new email address. To add multiple addresses add a semicolon “;” with a space after and enter the next address. For example: <mailto:xxxx@ucanr.edu>; aaaa@ucanr.edu; bbbb@ucanr.edu



- J. Click “OK” and save the document onto your computer or office network