



## Advantages to Using Fillable PDF Forms

Any existing Word or Excel input form can be converted into an Adobe PDF file and transformed into an interactive form with various field types and formatting options.

Unlike traditional paper-based forms which are often a headache to complete by hand, our PDF fillable forms are convenient and offer a broad range of user interactivity.

Because forms are built around Adobe PDF, you can rest assured your electronic forms will look exactly as they should on various computer platforms.



### Environmentally Friendly

Distributing and collecting electronic forms can significantly reduce paper consumption, thereby helping you run a “greener” office. Downloaded blank forms can be saved for future use. Fillable PDF forms can be filled in electronically and printed, saved or automatically sent by email.

### Fast, Easy & Convenient to Use

Users can easily open, fill in and submit forms within their web browser or they can save a form on their computer, fill it in offline, then print the form to fax, mail or hand deliver. To clear the data from all fields and start over, a “Restore” button can be added to the form. To replace data you’ve already entered in a field, place your cursor after the data and backspace to erase, then type in new data. Moving within a form is as easy as pressing the tab key.

### Helps Reduce/Eliminate Costly Errors

By working electronically, you’ll be able to collect and process form data more efficiently, thus decreasing the chance for errors. Tool tips can be added to the form to explain details of the form.

### 100% Legible Text

Why deal with messy and hard-to-read handwriting when it can be prevented? Fillable forms provide 100% clear and legible on screen text.

### Convenient File Access & Archiving

Keep your records organized and compact by saving completed PDF forms on your computer for quick access and easy archiving.

### Easy to Update and 100% Re-usable

Make changes to your form and re-deploy updated versions in a matter of minutes.

### Helps Increase Office Workflow and Productivity

Distribute, track, collect and manage all your forms from the comfort of a computer. Your organization can work more efficiently while saving valuable time and money associated with reproducing, mailing and managing paper forms.

### Smooth Integration

Forms can be integrated into web browsers or links added to emails for quick and easy access and download. Information in the form is stored in XML language. The information can be read and converted into a database format for later use.