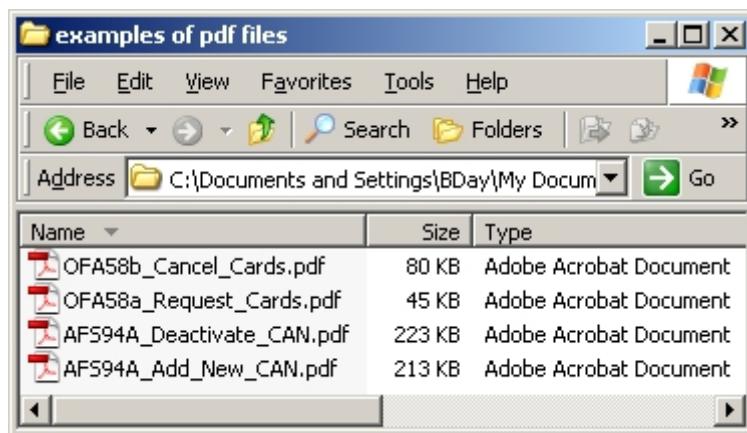


If you can't save changes to an Adobe PDF file, read this:

A pdf is an electronic file which file name ends with .pdf (for example, Form.pdf).

PDF stands for "Portable Document Format" and is a multi-platform file format developed by Adobe Systems.

CDFW computers usually open pdfs using the Adobe Systems programs "Reader" or "Acrobat".



1) Is the pdf an attachment to an email?

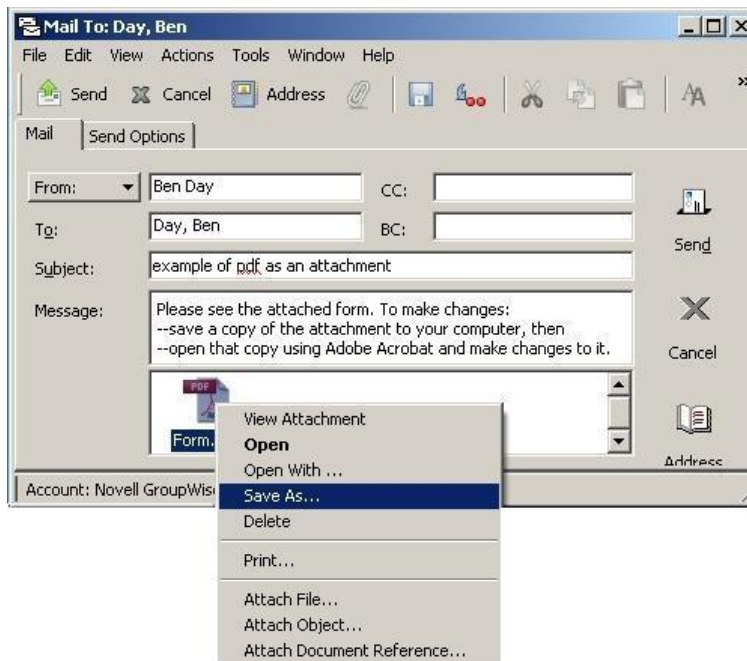
Typically, you cannot save changes you make to a pdf while it is an attachment to an email.

If you have opened a pdf attachment to an email and started making changes to that pdf, you will probably not be able to save those changes.

Solution:

To avoid this problem:

1. Save a copy of the attachment to your computer; then,
2. open that copy using Adobe Acrobat.
3. Then make your changes.



2) Did you use the Adobe Reader program to open the pdf?

CDFW computers typically have both Adobe Reader and Adobe Acrobat pdf programs installed, but Reader is usually the program that opens a pdf when you "double-click" that pdf:

- You might not be able to save changes made to a pdf while it is open using Reader, but
- You might be able to save changes to the same pdf if it is open using Acrobat.

If you can't save changes to a pdf while the Reader program is open:

Solution: on page 2

If you can't save changes to a pdf while the Reader program is open:

Solution:

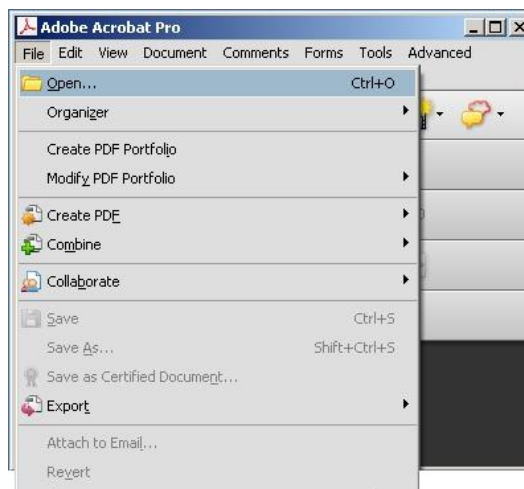
1. Close the pdf and the Reader program.
2. Open the Acrobat program (sometimes listed as Acrobat Professional).
3. Use the Acrobat "File" menu choice "Open..." to locate and open your pdf.

If the pdf allows changes and is open using Acrobat you will be able to save those changes.

Important:

Sometimes Reader will open even though you try to open Acrobat.

The solution is, first close all internet browser (e.g. Internet Explorer) windows, and then open Acrobat.



3) The first two solutions aren't working?

The Control-S Trick

A pdf may be secured by the author so that when it opens it does not offer a "Save" choice (or any viewer choices) in the window it inhabits. However, if you have the pdf open using Acrobat (not Reader) and are able to make changes to the pdf (for example, filling in form fields within the pdf) you can try to save those changes by using the keyboard shortcut Control-S (hold down the Control key while pressing the S key).

Secured by the Author

A pdf may be secured by the author, and not allow changes or the saving of changes even when opened using Acrobat.

4) A Final Tip:

Don't Try to Edit Email Attachments

Generally speaking, you should not try to make changes to any file (pdf, doc, xls, and so forth) while it is an attachment to an email because you probably won't be able to save those changes. Here's why: When you open an attachment what you get is a temporary copy of the document, stored in a temporary location; at the same time, a program (for example, Word or Excel) is automatically opened to view or edit that temporary copy. When you close the program, the temporary copy is deleted, including any edits you made to it. That said, there are tactics you can employ to possibly save and access an edited attachment, but the most simple and reliable tactic is to avoid editing attachments. Instead, save the attachment to your computer, then open that saved copy and make your changes to it.