

What is Form Xpress?

Form Xpress is a web application that allows a user to save forms (with data) online using Adobe Acrobat Reader. (Full version not required). Form Xpress will also carry common fields from form to form. (For a list of fields please see the first form on Form Xpress entitled “*Form Xpress Fields”.)

Form Xpress Help and Requirements

1. Please make sure your computer meets these requirements:
 - Internet Explorer 5.5 or greater (version 6.0 recommended)
 - Acrobat 5.0.5 or greater (version 7.0 recommended)
2. Please note that because of Adobe Acrobat limitations:
 - Only Internet Explorer web browser is supported. If you use AOL simply log onto AOL then use Internet Explorer. Do not use AOL’s built in browser.
 - For this program to function properly you must use the last browser window you opened, otherwise the PDF document will open up in another window and not function properly. If this happens you are going to get a webpage that says “Session Expired”.
3. Hopefully in the future Adobe will resolve these issues and allow Acrobat to be better supported by other popular browsers such as AOL and Firefox.

Form Xpress Walkthrough

1. Log in to Form Xpress using your username and password. If you forgot your username or password please refer to the welcome email that was sent.
2. Once logged in you will notice that the folder list on the left says “Empty...”. On the top right section of the page type in the folder name and select the forms you would like to be in that folder below.
3. After you have selected your desired forms. Click on the “Goto PDFs” button on the bottom of the page.
4. While within a PDF document be sure to use the navigation at the top of the document. “Save and Continue” saves the pdf document and continues on to the next. “Save and Quit” saves the current pdf document and exits to the respected Form Xpress folder.
5. Please use the first form on the list titled “* Form Xpress Fields”. This pdf has all the fields that get carried from form to form. By filling out this form you will be able to see how the fields are laid out on other forms.