Using the New Dayton Area Board of REALTORS® Acrobat Forms

There are many Acrobat forms on the web today, and some of them are interactive, which means you can enter text into fields pre-defined by the creator of the form. The big drawback is that while you can type in the fields and print out the document, you cannot save the document with what you typed in it, unless you own the full version of Adobe Acrobat. This makes it pretty difficult to fill out a form, save it, and email it to someone without spending hundreds of dollars on the Acrobat software. Not any more!!
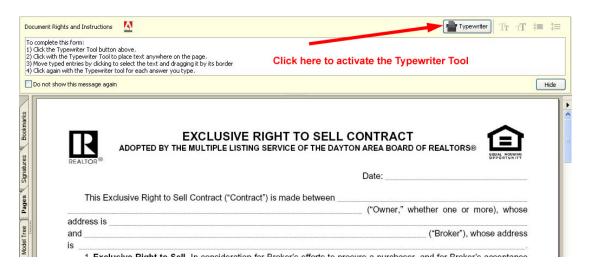
The new Dayton Area Board of REALTORS® forms are 8 ½ x 11 versions of the existing DABR forms. The new forms are in a special Adobe Acrobat format, which means you must have version 7.05 or later of the free Adobe Acrobat Reader in order to open and use them. A link to download the latest version of the free Reader is available on www.dabr.com.

This special format enables you to type on the form, and save it to your PC with what you typed! Here's how it works:

Right click on the icon for the form you want, select "Save Target As" and save the form to your PC. **NOTE: The new tool will not be available if you open the form online!** When you open the form, you'll see a new box at the top. This box will give you instructions on how to use the new tool available.

First, activate the new tool by clicking on the button:

Next, left click where you want to start typing:

Type what you want, and then click to the next place you need to type. You can change the size of the type, making it larger or smaller, or changing the spacing between lines by clicking on the type buttons:

You can also move the text that you type by clicking on it to select it, then dragging its by its border. This allows to place what you type exactly where it needs to be on a line.

Finally, you can save your form by going to the File menu, and select "Save As . . ."
Give your form a name and save it wherever you want on your PC! You can then email the form as an attachment!

If you want to send the form as an attachment, we suggest you click on the "Hide" button before you save the form. When the recipient receives the form, he or she will not be tempted to try and change what you typed!