## Converting a LiveCycle PDF to an Adobe PDF

LiveCycle is no longer a recommend way to create or edit PDFs, it requires additional software that may not be available and these PDFs may not display correctly on the University website:



## Verifying a file is a LiveCycle PDF

When attempting to edit a LiveCycle file, by right clicking and selecting the Edit with Adobe Acrobat option:

	Open with Adobe Acrobat Reader DC		
	Open		
	Print		
[]	Open with Brackets		
X	Open with jEdit		
1	Edit with Adobe Acrobat		
12	Combine files in Acrobat		
2	Edit with Notepad++		
ĸ	Scan for viruses		
K	Move to Quarantine		
	Open with		
	Always available offline		
	Restore previous versions		
	Send to		
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	Сору		
	Create shortcut		
	Delete		
	Rename		
	Properties		

Adobe Acrobat will display the following message about not being able to edit the file:

Í	Adobe Acrobat					
1	<u>.</u>	This form cannot be edited in Acrobat. Please use Adobe LiveCycle Designer to edit this form.				
		Learn More				
		ОК				

## **Converting the File to Adobe PDF**

Double click the PDF to open it in Acrobat Reader. Then go to the 'File' menu and choose 'Print'. On the Print window change the Printer to 'Adobe PDF':

Printer: Adobe PDF	Properties     Adva	anced Help (?
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Then click the 'Print' button. Choose the location to save the file and click 'Save'. This will convert the file format to the correct PDF format that is editable by Adobe Acrobat Pro, but will strip out any fillable form fields that may have been in the original.

Right click on the new PDF and choose the 'Edit with Adobe Acrobat' option. The content of the PDF can now be edited, or fillable form fields can be added.

To add the form fields, let Adobe auto generate what it can first, this will save some time. On the right hand pane in Acrobat choose the 'Forms' option:

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Customize 🔻 🛃 🛃				
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📸 Edit Text & Images				
T Add Text				
📷 Add Image				
Export File to 👻				
More Content				
Add or Edit Link				
Add Bookmark				
Attach a File				
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▶ Pages				
▶ Interactive Objects				
▶ Forms				
▶ Action Wizard				
▶ Text Recognition				
Protection				
→ JavaScript				

And on that new menu choose 'Create':

Customize 👻 🛃				
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Content Editing				
▶ Pages				
▶ Interactive Objects				
✓ Forms				
🔁 Create				
🔂 Edit				
🔁 Distribute				
More Form Options 🔹				
Action Wizard				
Text Recognition     Protection				

Acrobat will now ask how to create the form, choose 'From Existing Document' and hit next:

Create Form	×
How would	l you like to create a form?
○ ₽	From Scratch or Template Create a form from scratch or using a template
•	From Existing Document Create from a scanned paper form or an existing Word, Excel, or PDF File
	Next > Cancel

Then choose 'Current Document' and hit continue:

Existing Form	23
Choose one of the following options	
Ourrent Document	
Choose Another File	
	Browse
🔘 Scan a Paper Form	
< Back Continue	Cancel

This feature of Acrobat is pretty powerful and should make a form field for text fields and signatures, but will sometimes create fields for white space that is on a page. These will need to be deleted and any checkbox, dropdown options, or radio buttons will have to be added back manually.

Once all the form fields have been recreated save the form and send to WebAdmin for posting to the website.