

Using Adobe Reader to create the latest
Legal forms included in iLaw

Version 1.0

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Various legal forms included in iLaw have been are now in Adobe PDF format. This format allows these forms to be populated with the relevant iLaw client and case data and allows any additional data entered to be saved.

Please note that you must have Adobe Reader version 9 or higher to be able to access and edit the new forms.

1. Check your Version of Adobe Reader

To access the new forms you will need to make sure you have version 8 or higher of Adobe Reader on each workstation using iLaw. Adobe Reader is free and you can download the latest version from here:

<http://get.adobe.com/uk/reader/>

You can check the version of Adobe Reader you are running by looking in your list of applications.

2. Allow Adobe Reader to access PDF forms

(Adobe Reader Version 9 or higher)

Your Adobe Reader will need to access the PDF forms from the iLaw shared folder. To permanently allow Adobe Reader access to the PDF documents in the iLaw shared folder you will need to open Adobe Reader and go to Edit>Preferences>Security (Enhanced) and add a Folder Path in the format shown to the Privileged Locations section.

Here is a step by step guide on how to add the folder path. If you have any doubts you should consult your IT Professional.

1. Open Adobe Reader.

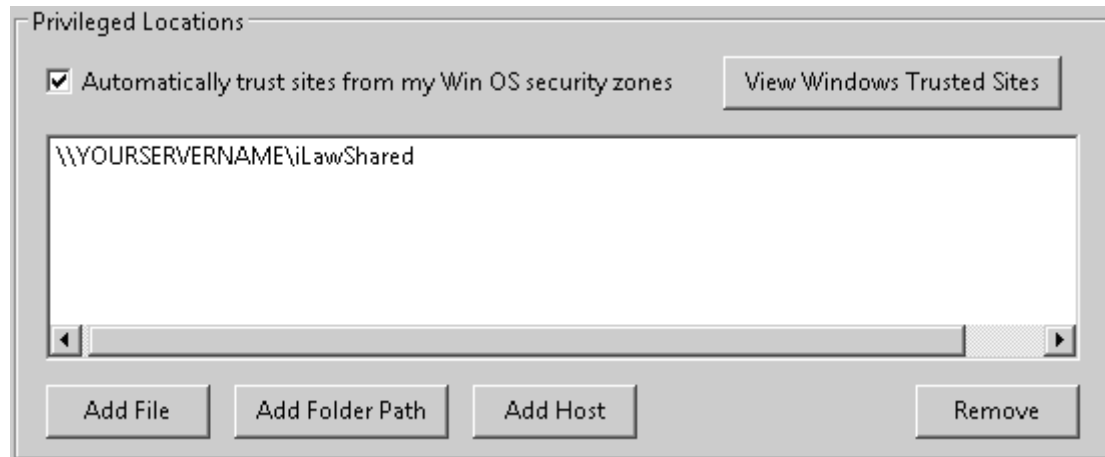
2. Click on Edit from the main toolbar and then click on Preferences or you can use the Ctrl + k shortcut key.

3. Select Security (Enhanced) from the Categories listed.

4. In the Enhanced Security screen you will see a section called Privileged Locations. Click on the Add Folder Path button. You can now browse to the iLaw Shared folder in the Browse for

Folder window which will be in the 'Network Locations' area. The path is likely to be \\YOURSERVERNAME\iLawShared so this can be typed into the Folder box before clicking Ok. YOURSERVERNAME will be the actual name of your server. (You can check the name of your server by looking at the SQL Server showing at the top of the iLaw main menu window.)

The added path should look like this:



If a folder path is not added in Adobe Reader 9 or higher versions you will not see any iLaw Client and Case data populate the fields in the PDF form created. A message like the one below will appear and you will need to click on the Options button to allow the data to show each time a document is created.

Saving PDF forms in iLaw

After you have created a PDF form, the way you save it in iLaw is slightly different from saving Microsoft Word™ forms or documents. When you save a PDF Form you will be presented with a predefined iLaw documents folder to save it to. The form itself will have a long code based name.

This is normal. It is essential that you do not change either the location where the PDF is going to be saved or the name of the PDF document. If you save the PDF document outside of the folder pre-selected iLaw will not be able to find this document again for you.

The document name you see acts only as a reference for iLaw. The PDF will be named according to the document name of the form. You should only change the name once the PDF has been saved and only by using the Rename tool in the Document Tasks menu (iLaw Create and iLaw Professional users only).

Please follow these three steps for saving PDF's in iLaw.

1. When you have made changes to a PDF click on the Save button in Adobe Reader or use the 'x' button to close the document.

2. You will be asked to save the document in a location like the one shown below. It will have a long code like name starting with iLaw_Document... Don't worry, this is normal, just click on Save.

3. You'll then see a confirm dialogue box asking you if you want to replace the existing document. Once again, this is normal. You won't be saving over any data. Click Yes.

After this you will be asked if you want to record the time spent editing the document.

Using PDF Forms

A full list of the PDF Forms included in this service pack is listed below. Each form, when created, will bring through the relevant data for the client and case captured in iLaw. All other information needs to be completed in the form itself. You will be able to use the tab key on your keyboard to navigate down a document in all cases except for some of the Immigration forms.

Signing PDF Forms

You can use a Digital ID signature to sign a PDF form so it can be sent electronically. Therefore you wouldn't need to print out the PDF, sign it, then either scan it to send via email or fax it to the recipient. You can add your digital signature where you see the red arrow.

Digital ID's can be created in Adobe reader although you should check that this facility is available in the version you have. You may need to use an online guide to help you with this. Saving PDF Documents 'outside of iLaw'

PDF documents created in iLaw are not password protected so they can be saved outside of iLaw onto your desktop.