

Completing the Adobe Acrobat form

No.	Topic	Point
a	Adobe version number	The eFEP is currently only fully compatible with Adobe Acrobat Reader version 9. This is the latest version of Adobe Reader and users should upgrade to this. Upgrades are free from the Adobe website. This version has been tested with Microsoft Windows Vista and Windows 7 operating systems.
b	Essential fields	<p>The information bar at the top of the screen includes a button entitled 'Highlight Fields'. By clicking on this button, the fields which should be completed will be highlighted pale blue. Those which are essential to enable the eFEP to be converted into an xfdf file (see below) will be highlighted with a red border. This highlighting can be switched off by clicking the 'Highlight Fields' button again.</p> <p>Please note that the Farm or Business Name MUST be 64 characters or less.</p>
c	Section 3	Each of the text boxes in this section will accept a maximum of 450 characters (including spaces and punctuation). The font size will reduce as increased amounts of text is entered. This is a standard feature and will not cause any issues with the file.
d	Saving	Save often to avoid losing data. We recommend you use the 'save as' menu item which will take slightly longer than the standard 'save' function, but it will keep the file size reasonable. Files may reach up to 2 MB if continually saved using the 'save' function. This is a known Adobe feature. When complete, the file should be saved as the application reference supplied by Natural England. (e.g. AG00123456)
e	Submitting the PDF	Click on the 'Submit form to Natural England' button to convert the file into an XPDF file which will be attached to an email ready for submission to the selected Natural England regional office. You will be prompted to attach the associated part 2 template (xls) to the email. Please do not email in the PDF format as this will not validate your essential fields and may compromise upload to the computer system.
f	Pasting data from older versions	<p>From the old version, click the 'Submit to Natural England' button to create the xfdf file (This will be attached to an email) Save the xfdf in a convenient location on your PC.</p> <p>Open a blank version of the new template. Go to Menu/Documents/Comments/Import Comments/ Browse for the xfdf file saved previously/select. In the browse for file window, you may need to change the file type to 'All Files' in order to view the xfdf.</p> <p>The mandatory fields will import into the new template but other text sections (e.g. section 3) will not due to changes within the pdf document. These sections should be copied and pasted in your usual manner, paying attention to the 450 character limit in the new part 3 sections.</p>