

Acrobat Forms



Personal Field Names (PFN)

This Acrobat form creates a personal profile containing information about you for automatic insertion into Acrobat forms that contain field names matching the PFN standard. Fill out the form below (anything you omit can be filled in at a later date as an update) and follow the instructions at the end of this form for saving the information as your personal profile. Use the "Load Profile" button to load and update an existing PFN, and "Clear Fields" to clear all fields.

Acrobat 3.01 with the 3.5.1 Forms plug-in or Acrobat 3.02 or higher is required.

Personal Information

name.			
prefix ["Mr.", "Mrs.", "Dr."]	first	initial [middle, like "C."]	last
suffix [For "Ph.D", etc]	nickname [Familiar name like "Bob" instead of "Robert"]		
emailaddress [Fully qualified, i.e. joe@adobe.com]	ssn [Social Security Number]	gender [Enter "male" or "female"]	
birthdate.			
year [Don't abbreviate, i.e. enter 1961]	month [Use number, i.e. enter: 11 for Nov.]	day [Use number, i.e. enter: 23]	
home.address			
line1 [For apartment or suite number]	line2 [Use this line for P.O. Box]		
line3 [Use this line for street address]			
city	state [Use two letter abbr]	zip [Zip or postal code]	country
home.telephone.voice.			
countrycode [US is 1]	areacode [No parenthesis, ie 408]	number	extension [Do not use an "X"]
home.telephone.fax.			
countrycode	areacode	number	extension

Business Information

business.			
title	companyname		
address.line1 [Use this line for mail-stops]	line2 [Use this line for P.O. Box]		
line3 [Use this line for street address]			
city	state [Use two letter abbr]	zip [Zip or postal code]	country
employeenumber			
manager.			
name.first	name.last		emailaddress [manager email fully qualified, i.e joe@adobe.com]
title			extension [Do not use an "X"]
business.telephone.voice.			
countrycode [US is 1]	areacode [No parenthesis, ie 408]	number	extension [Do not use an "X"]
business.telephone.fax.			
countrycode	areacode	number	extension

Saving your profile information

To save your profile, click on the "Save Personal Profile" button. This will initiate an "Export Form Data As" dialog which will save your profile as an .fdf file. In this dialog enter the File Name as "**myprof**" and leave the File Type as "**Form Data (*.fdf)**". Save the myprof.fdf file, for **Windows & Mac** in the Exchange directory within the Acrobat install directory. On **Unix**, save it in your home directory (Note, Acrobat will look for this file in the directory you were in when you launched Acrobat).