

Create Certificate by using Word and Adobe Acrobat 9 Pro (version 9.5.5)

1. Create word document
2. Convert to PDF document using Adobe Acrobat
3. After converting Adobe Acrobat opens automatically
4. On the menu bar, select: Forms → Add/Edit Fields
5. The system will ask if you want it to detect fields; select NO
6. In the left upper corner there is a field "Add New Field"
7. From the drop down menu select 'Text Field'.
8. A cross hair appears. Draw the area where you want this field to appear.
9. Enter the exact field name (fields are case sensitive) in the box and hit enter.
10. Save the file and import into A New Spring using the import Certificate function.

