

CONSTRUCTION FORMS & CONTRACTS – EDITING IN PDF USER GUIDE

Adobe Acrobat Pro

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Contained in this Guide

This guide contains instruction and screenshots illustrating the following:

- How to unlock forms
- How to edit the PDF
- How to edit form fields

Advice and Disclaimer - IMPORTANT

This editing guide is meant to assist you to place your logo and company information on the form.

We have also provided instructions on how to increase text size within the fields if you find the text within the field too small.

We strongly advise you not to change anything else in the form.

We do not provide technical support beyond this guide.

We also strongly advise you not to change the content of the form itself.

Everything included in the form must be included for the form to be legal and valid in the state of California.

Builder's Book, Inc. has done everything in its power to ensure that all the forms contained in this CD-ROM/Download are up-to-date with the most current California construction laws. Changing content of the form will render the form invalid for use in the state of California. We do not recommend editing the content of the forms.

Tech Support Limitations

Because of the wide variation in hardware/software setups, Builder's Book, Inc. cannot provide technical support for hardware, software or applications that you may want to use in conjunction with the enclosed file(s). Specifically, we cannot provide support for making customizations to the RTF or PDF versions files beyond those covered in this User Guide.

We do not provide technical support beyond this guide.

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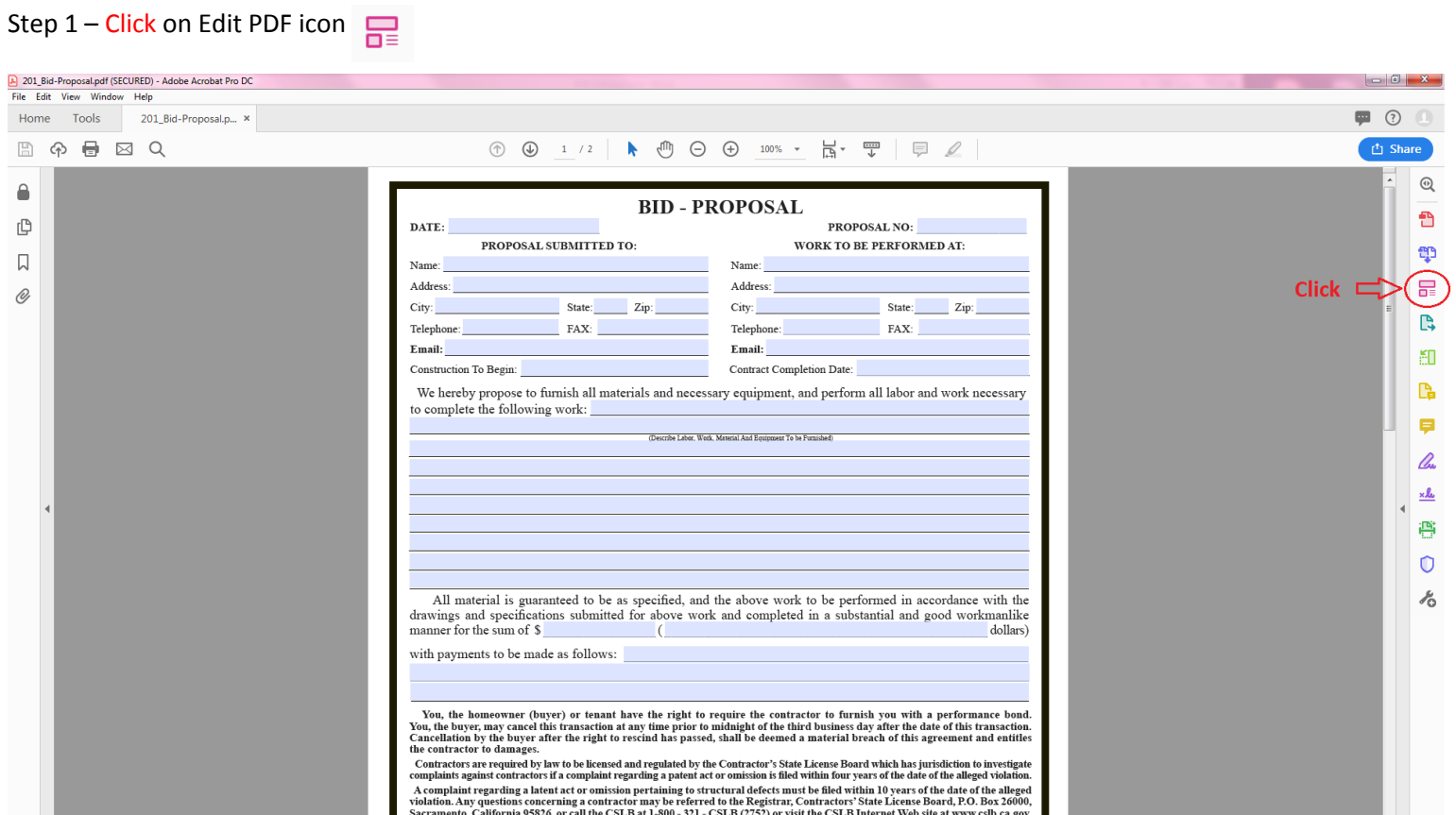
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Please thoroughly read the License Agreement, Copyright and Disclaimer of Warranty file included in this CD-ROM/Download.

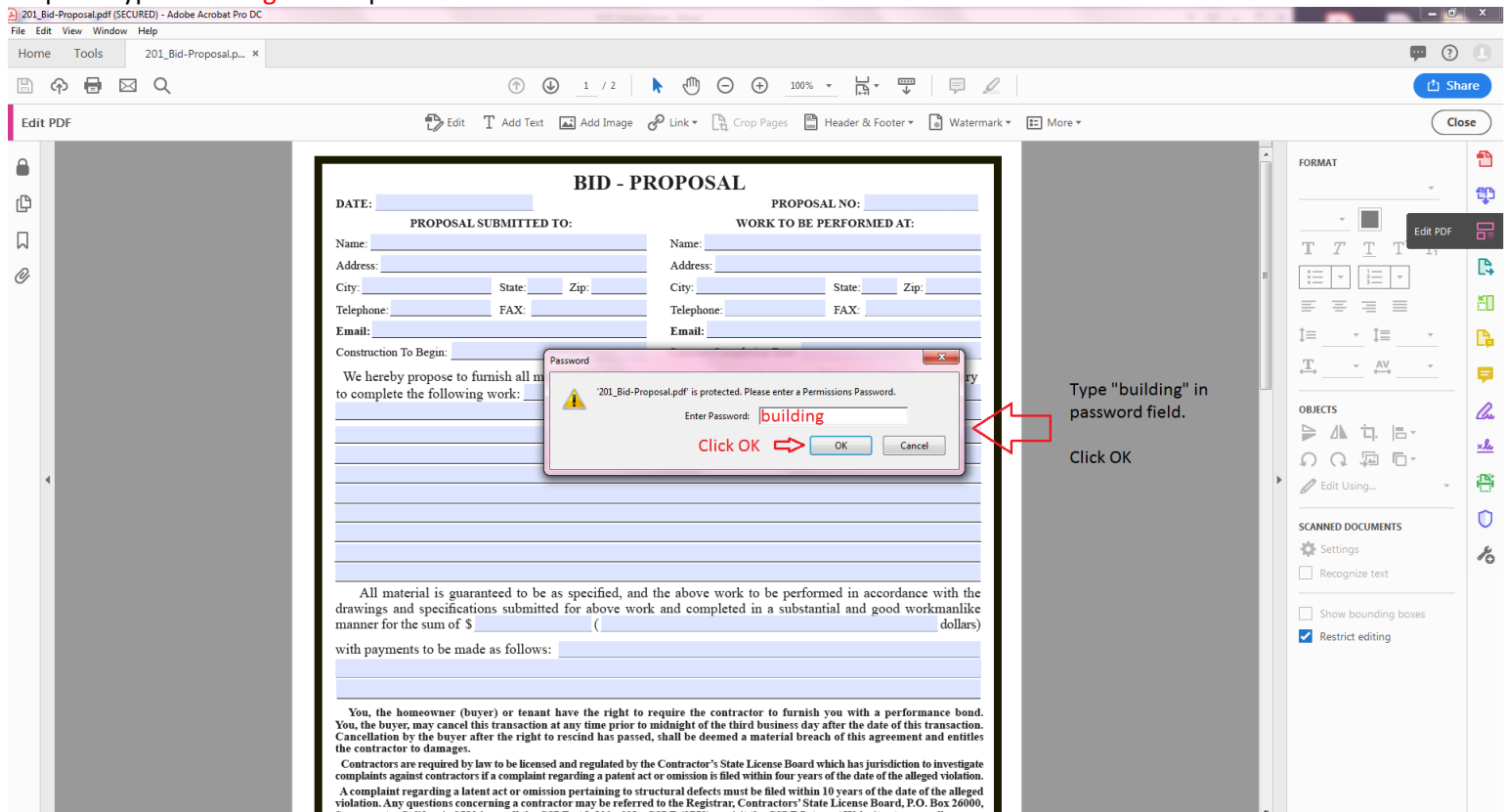
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UNLOCK THE FORM

Step 1 – Click on Edit PDF icon



Step 2 – Type “building” in the password field. Then Click OK

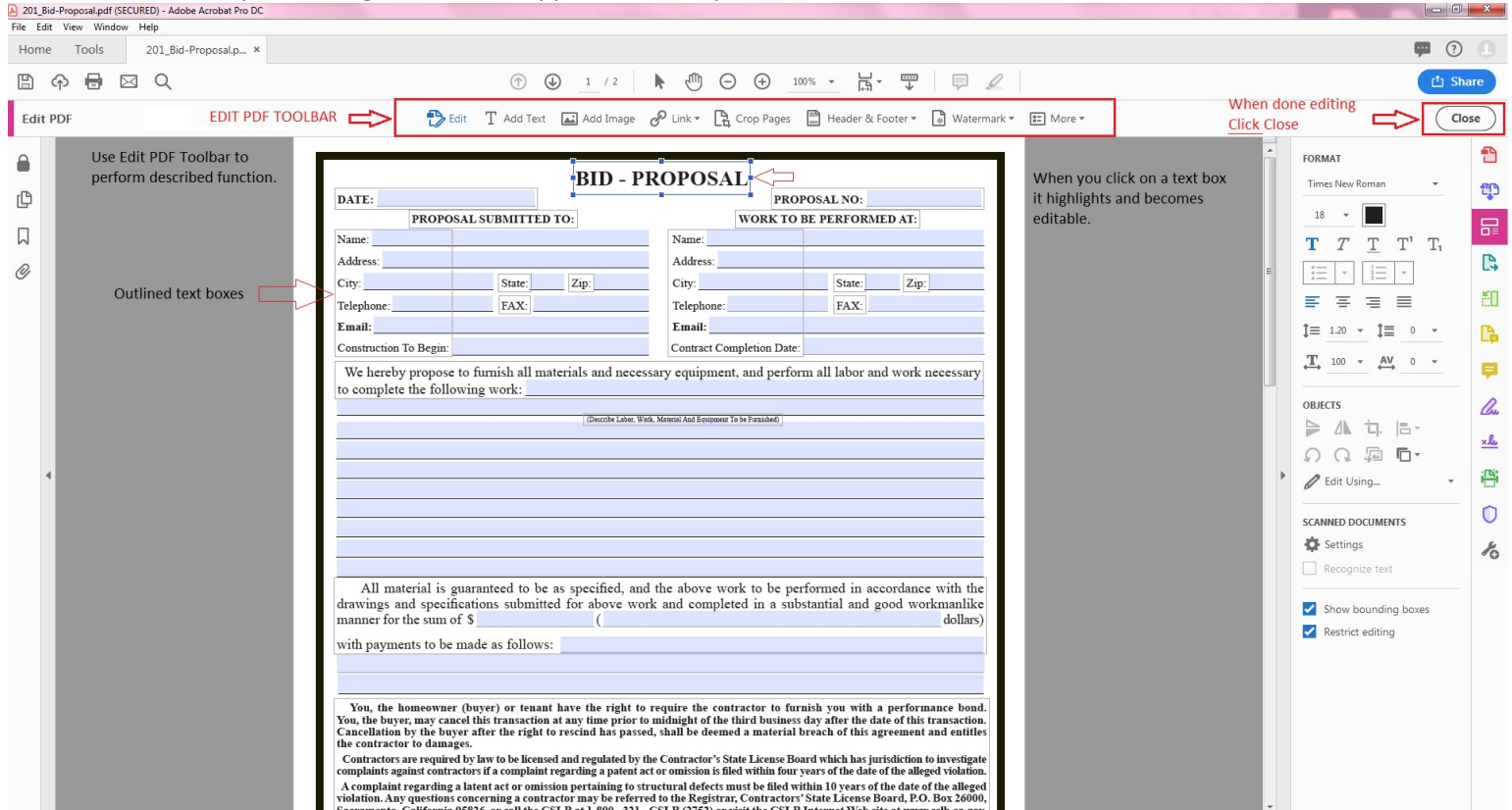


The form is now unlocked!

EDIT THE FORM

Step 1 – Now that the form is unlocked it will outline text boxes.

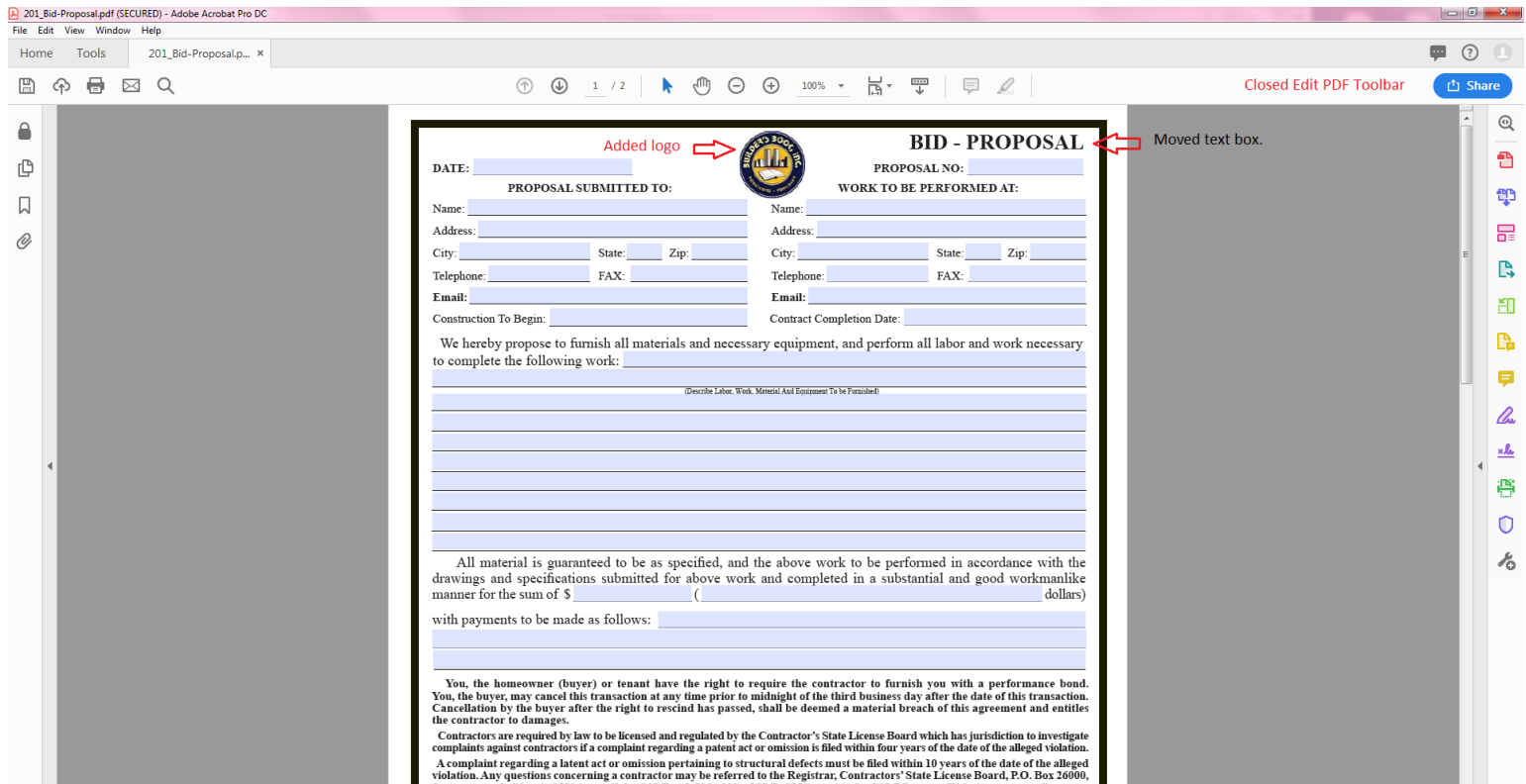
Additionally an Editing Toolbar will appear at the top.



Using the Edit PDF Toolbar we moved BID – PROPOSAL Textbox and added our logo.

When we were done, we closed Edit PDF Toolbar.

Our form now looks like this:



EDIT THE FORM FIELDS (where you type your text)

Step 1 – Now that the form is unlocked you can take further steps to edit the form fields.

Click on More Tools icon



201_Bid-Proposal.pdf (SECURED) - Adobe Acrobat Pro DC

File Edit View Window Help

NOW THE FORM IS UNLOCKED

Home Tools 201_Bid-Proposal.p... x

1 / 2 100%

To edit the form fields follow instructions on this page and screenshots below.

Share

BID - PROPOSAL

DATE: PROPOSAL NO.:

PROPOSAL SUBMITTED TO: WORK TO BE PERFORMED AT:

Name: Name:

Address: Address:

City: State: Zip: City: State: Zip:

Telephone: FAX: Telephone: FAX:

Email: Email:

Construction To Begin: Contract Completion Date:

We hereby propose to furnish all materials and necessary equipment, and perform all labor and work necessary to complete the following work:

(Describe Labor, Work, Material And Equipment To be Furnished)

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial and good workmanlike manner for the sum of \$ (dollars)

with payments to be made as follows:

You, the homeowner (buyer) or tenant have the right to require the contractor to furnish you with a performance bond. You, the buyer, may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. Cancellation by the buyer after the right to rescind has passed, shall be deemed a material breach of this agreement and entitles the contractor to damages.

Contractors are required by law to be licensed and regulated by the Contractor's State License Board which has jurisdiction to investigate complaints against contractors if a complaint regarding a patent act or omission is filed within four years of the date of the alleged violation.

Search tools

- Create PDF
- Combine Files
- Edit PDF
- Export PDF
- Organize Pages
- Send for Review
- Comment
- Fill & Sign
- Send for Signature
- Enhance Scans
- Protect
- More Tools**

To edit form fields
Click More Tools

Step 2 – Click on Prepare Forms

201_Bid-Proposal.pdf (SECURED) - Adobe Acrobat Pro DC

File Edit View Window Help

Home Tools 201_Bid-Proposal.p... x

Search tools

Create & Edit

- Create PDF (Open)
- Combine Files (Open)
- Organize Pages (Open)
- Edit PDF (Open)
- Export PDF (Open)
- Enhance Scans (Open)
- Rich Media (Add)

Share & Review

- Send & Track (Add)
- Send for Review (Open)
- Comment (Open)
- Stamp (Add)
- Compare Files (Add)
- Measure (Add)

Forms & Signatures

Click Prepare Form

- Fill & Sign (Open)
- Prepare Form (Add)**
- Send for Signature (Open)
- Certificates (Add)

Protect & Standardize

Search tools

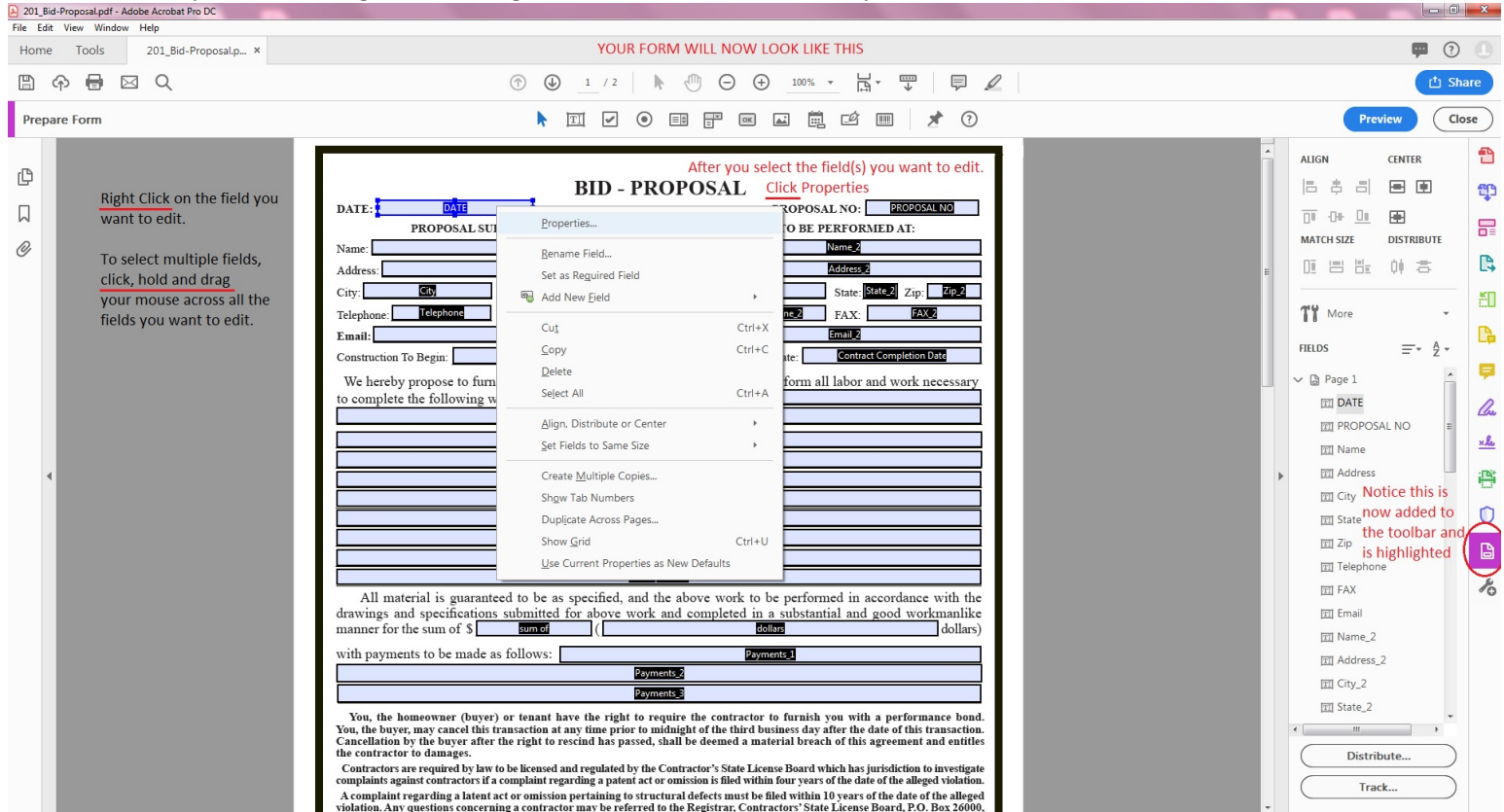
- Create PDF
- Combine Files
- Edit PDF
- Export PDF
- Organize Pages
- Send for Review
- Comment
- Fill & Sign
- Send for Signature
- Enhance Scans
- Protect

Step 3 – The form field will now be highlighted.

Right **Click** on the field you want to edit.

To select multiple fields, Click, Hold and Drag your mouse across all the fields you want to edit.

Select desired option. To change text settings within the field, click on Properties



Step 4 – **Click** on the Appearance Tab – Here you can change font, font size and font color.

