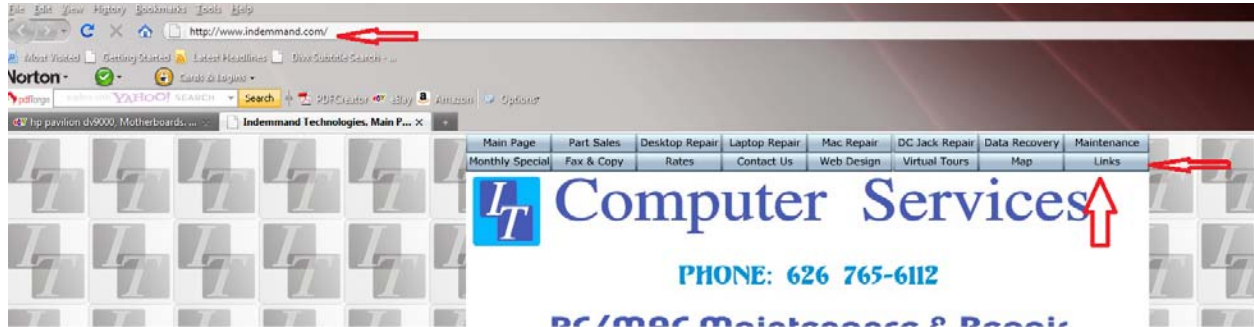


## PDFCreator Step by Step Instructions

Step 1:

Go to [www.indemand.com](http://www.indemand.com) and click on the links button.



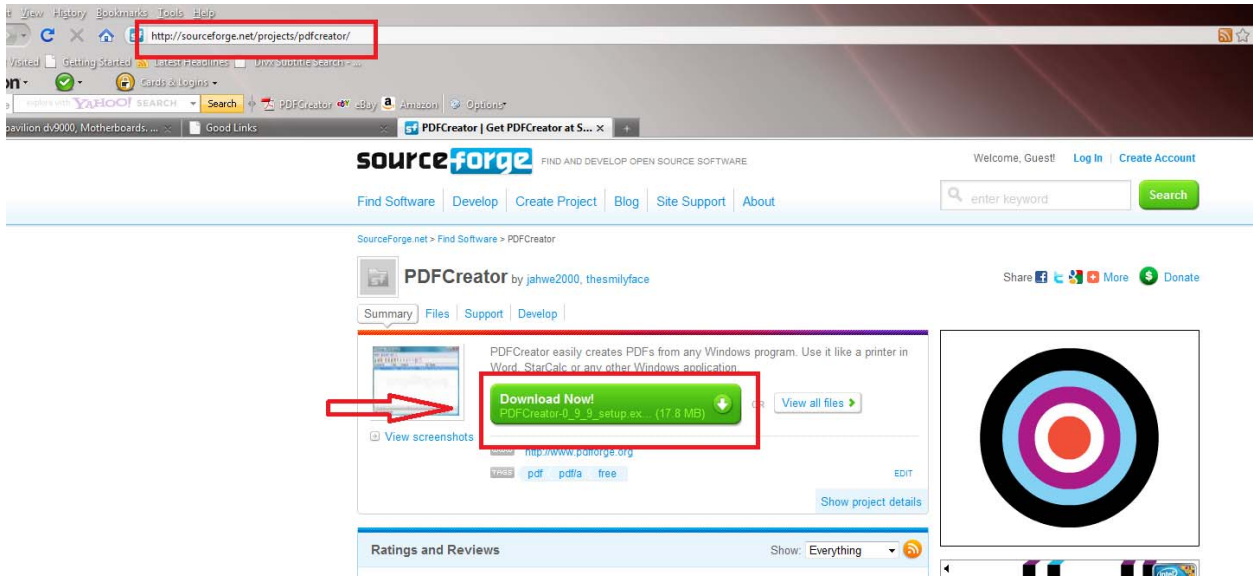
Step 2

Click on the PDFCreator button at the bottom of the links page. See below image for example.



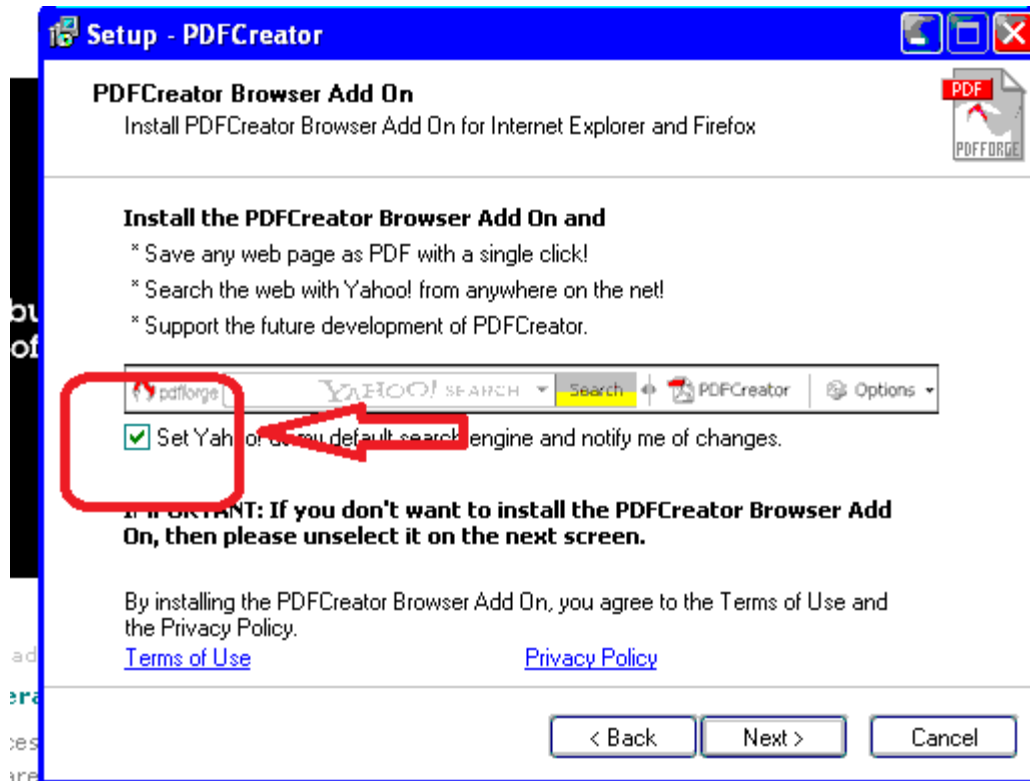
Step 3

Once you click on the button it should take you to the below web page. Click on the "Download Now" button. See below picture for additional info.



#### Step 4

You should see the option to “run” or “download” the PDFEditor program. Choose to download and then run it. Take all the default options during the installation process. There’s only one thing you might want to uncheck during the installation process. Example image below



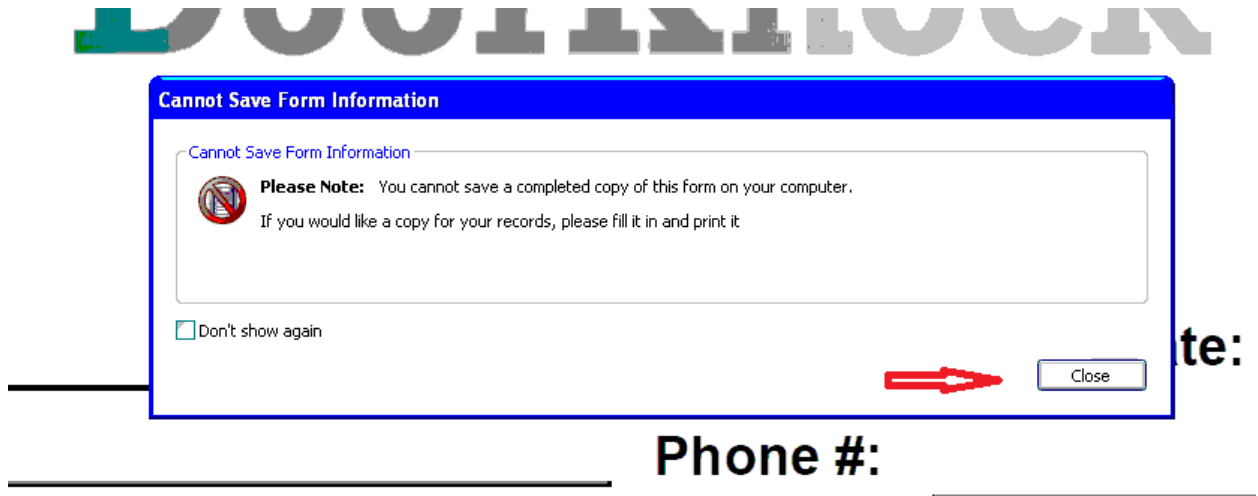
Step 5

Go back to [www.doorknock.net](http://www.doorknock.net) and click on the Chase “Forms” button. See image below for additional details.



Step 6

When you open the form you will see an error “Cannot Save Form Information”. Click on the close button and fill out the form with the customer information. See below image for additional details



Step 7

Click on the printer icon on the top left corner of the form and select the “PDFCreator” printer from the list of printers.

Most Visited Getting Started Latest Headlines

DoorKnock, Home Page Chase-Assignment.pdf (applicati...)

Please fill out the following form. You cannot save data typed into this form.  
Please print your completed form if you would like a copy for your records.

**Client Name:** John

**Collector Name:** \_\_\_\_\_

**Member Name:** John Doe

**Address:** 1234 N. Skyway Drive

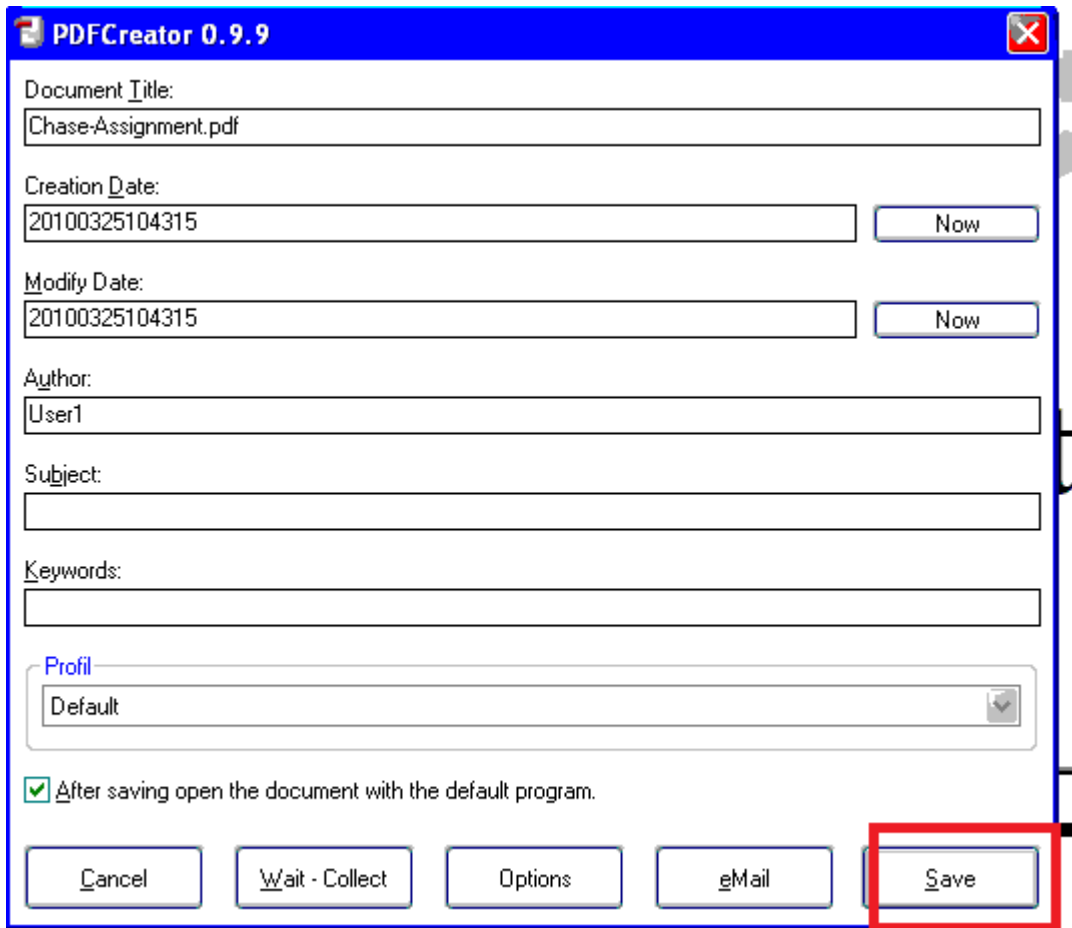
**Date:** \_\_\_\_\_

**Print Dialog:**

- Printer: PDFCreator
- Name: PDFCreator
- Status: Ready
- Type: PDFCreator
- Print Range: All pages in range
- Page Scaling: Shrink to Printable Area
- Auto-Rotate and Center:
- Choose paper source by PDF page size:
- Use custom paper size when needed:
- Print to file:

Step 8

Don't change anything on the next screen. Click on "Save". Example image below



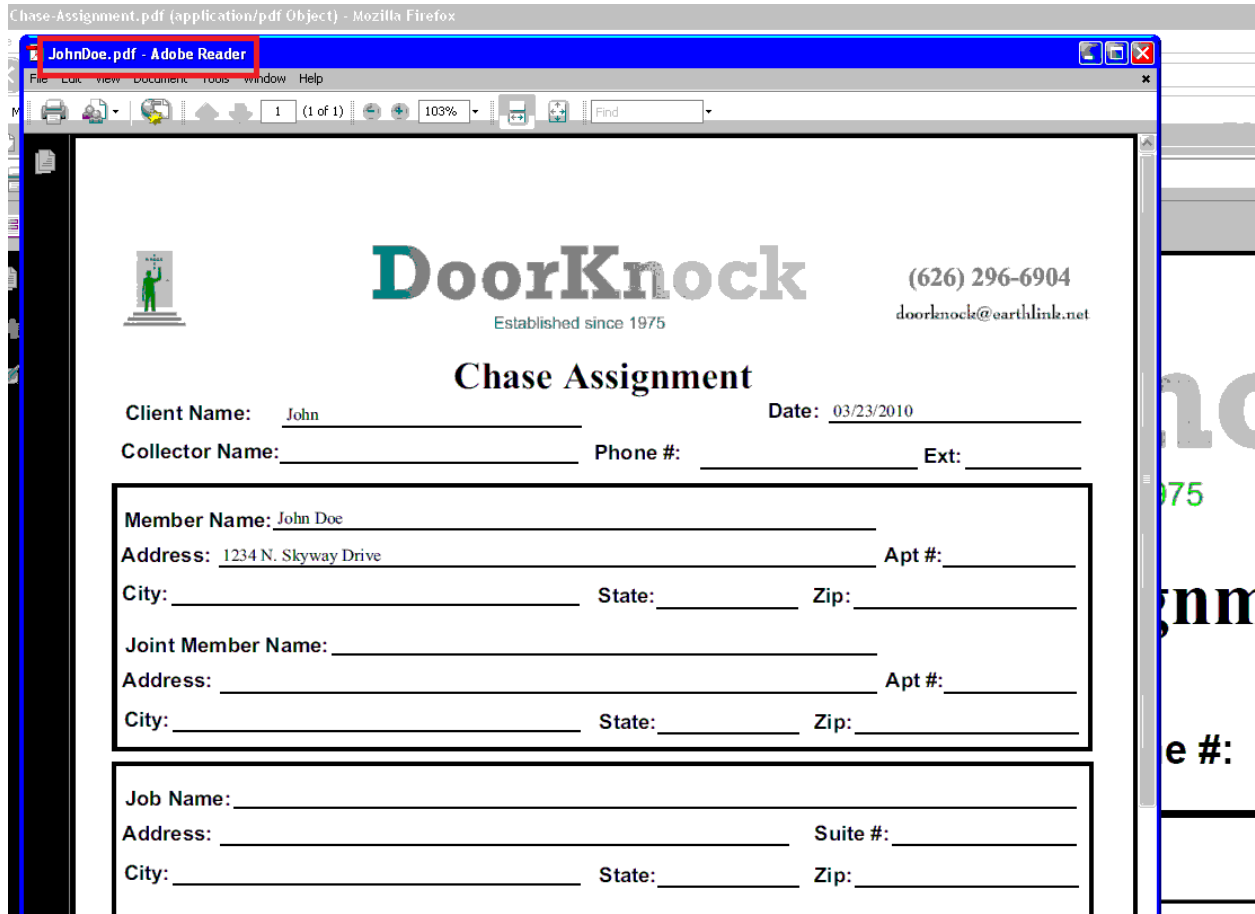
The image shows a screenshot of the PDFCreator 0.9.9 dialog box. The window title is "PDFCreator 0.9.9". The dialog contains several input fields and buttons:

- Document Title:** A text box containing "Chase-Assignment.pdf".
- Creation Date:** A text box containing "20100325104315" and a "Now" button.
- Modify Date:** A text box containing "20100325104315" and a "Now" button.
- Author:** A text box containing "User1".
- Subject:** An empty text box.
- Keywords:** An empty text box.
- Profil:** A dropdown menu showing "Default".
- After saving open the document with the default program.**
- Buttons:** "Cancel", "Wait - Collect", "Options", "eMail", and "Save". The "Save" button is highlighted with a red rectangle.

Note: In the next step you should be able to name the document. I named it JohnDoe.

Step 9

Now if you did everything correct. The form that you filled out should open using Adobe Reader. See image below:




Step 10

Now email the pdf document to us. Example image below:

[Compose](#) [Get Mail](#)

Compose Message: Sent Items are not automatically saved. Please go to "Mail Settings / Preferences" to update this default setting.

[Send](#) [Save Draft](#) [Spell Check](#) [Cancel](#)



**From:** <ben.gutierrez@charter.net>  
**To:**   
**Cc:**   
**Bcc:**   
**Subject:** John Doe Collection

Steve,  
  
--  
Best Regards,  
Ben Gutierrez

Save a copy  Request return receipt

**Priority:** Normal  
**Sensitivity:** Normal

[Add More Attachments](#)  
JohnDoe.pdf (48580 Bytes) [Remove](#)  
**Total size of Attachments:** 48580 Bytes

