

Instruction for Completing

STD Preventive Services Gap Assessment Checklist

Adobe Fillable Form

Opening and Filling out the Form (Adobe Acrobat is required for this function)

- Open the file. Once it is open, it is ready to be completed.
 - Most questions can be completed by clicking within the response field.
- For the fields that accept text, we recommend the respondent be brief.
 - The field size is limited, but the amount of text accepted is not; thus, you may not see all of what was written.
 - This is especially true for the Notes/Additional Information Section. The text will appear as a single line, but all information is being captured.

Saving the Form (Adobe Acrobat is required for this function)

- Once the form has been filled out, click the **Save As** button and save the form as a **PDF** form. We suggest a naming protocol with the: 1) name of the facility or organization, 2) first initial and last name of the person completing the form and 3) date.
 - Example: sheltering arms_JDoe_051616.pdf.*
- Now the file is ready to be sent back to the Key Contact person: _____

Exporting and Aggregating Forms into an Excel File (Adobe Pro is required for this function)

- Once PDFs are received from the responding facilities or organizations, please make sure that the PDF filenames are different such that no two files have the same name.
- When you want to export the forms to an Excel file, have one of the forms open and click on **Forms** on the right side.
- Find and click on **More Form Options** then click on **Merge Data Files into Spreadsheet**.
- Find and click **Add Files**. A window will open and ask you to add the file(s) that you want to add from the PDF files stored to be exported into the Excel spreadsheet.
- Find and click **Open** and then **Export** the file and name the new file as a **.csv file**.
- You can click on **View File Now** and save it as an **.xlsx file**.
- Once the file is saved as an **.xlsx file**, analyses can be conducted on the aggregated data.

Note: Column A on the Excel sheet will be the name of the individual PDF files.