

2010 HK4As EFFIE Awards Step-by-step Assistance to fill out the Call For Entry Form

We have received enquiries on how to fill out the PDF EFFIE Call For Entry form. To assist, please find the below procedures for your ref.:

1. Download and Save the Call For Entry Form

at:http://www.aaaa.com.hk/en/awards/pdf/2010EFFIE_CallForEntryForm.pdf

- Choose "Save a Copy"

2. Use **Adobe Acrobat Standard** to open the form.

(If you do not have it, you may download Free Trial version

at:<http://www.adobe.com/products/acrobatpro/tryout.html>)

3. To input Text:

- a. - Choose Tools>Typewriter> Typewriter

- Insert cursor on form to add text

- b. - Choose Tools> Drawing Markups> Text Box Tool

- Create a box on form and input text

- You may edit the Fill Color by right clicking the box and choose "Properties"

4. To input Graphs and charts displaying data:

- a. - Choose Tools>Commenting>Stamps> Create Custom Stamps

- Create your own dynamic stamp (choose dynamic as category)

- Your Graphs and charts can then be chosen under

- Tools>Commenting>Stamps>Dynamic

- Paste the Graphs and charts on the form

- b. - Copy the Graphic (From Word / Photo Editor etc.)

- Choose Tools>Commenting>Stamps> Paste Clipboard Image as Stamp Tool

- Copied image can be pasted on form

According to rule on P. 6, it stipulates that "All information must be submitted in the designated space provided, so we require that all entrants to use the space provided in a standardized format to prevent any entrants from exceeding the limit of description, to be fair to all.

You can call HK4As' Jasmine So at 2882 8161 if you need further assistance in filling out the entry form.

Regards,

HK4As