

Procedure to Modify FDA Form 1572 for Florence

This process allows the user to make certain fields of FDA forms (e.g., date) required for entry prior to signing in Florence.

1. Complete the stock FDA form including use of any expansion pages as needed. This document will not be altered in this process and, thus, will be available for future revisions.
2. Save a copy of the form in Word (.docx) format.
3. Open the Word version in Acrobat (change format next to the file name to 'All files')
4. Select Tools -> Prepare Forms
5. 'Select All' [CTRL-A] and click delete to clear all fields
6. Add a text field in box 10 (Date)
 - a. Double click to open the properties screen
 - b. In the General tab, check the 'Required' box
 - c. In Appearance tab, change font size from 'Auto' to '12 pt'
7. Add a signature field to box 11
8. Save