
Editing pdf templates

You'll need both the InDesign master file and the pdf version. This is a four step process.

1. Edit the InDesign file
2. Export to pdf
3. Copy the scripts and fields from the original template
4. Paste the scripts and fields into the new pdf template

1. Edit the InDesign file

- Download the InDesign file from the TSBC ContentHub website (<https://contenthub.tsbc.com>)
- Edit the layout and branding as required

2. Export to pdf

3. Add the scripts to the pdf

- Download the PDF file from the TSBC ContentHub website (<https://contenthub.tsbc.com>)
This file contains all the scripts and fields that are used for the calculations.
- Open both pdf files in Acrobat Pro. (The file you created plus the one you downloaded from the ContentHub)
- In the new pdf file
 - Select Tools > Prepare form
 - Acrobat will scan the document looking for potential form fields. If it finds any, select all and delete.
- In the downloaded pdf template file
 - Select Tools > Prepare form
 - Select all the form fields on the page (Ctrl "a" -PC or Cmd "A" – Mac)
 - Copy all the fields (Ctrl "c" -PC or Cmd "c" – Mac)
- Paste the fields onto your new pdf page
- Save and test

For assistance – contact support@tsbc.com

