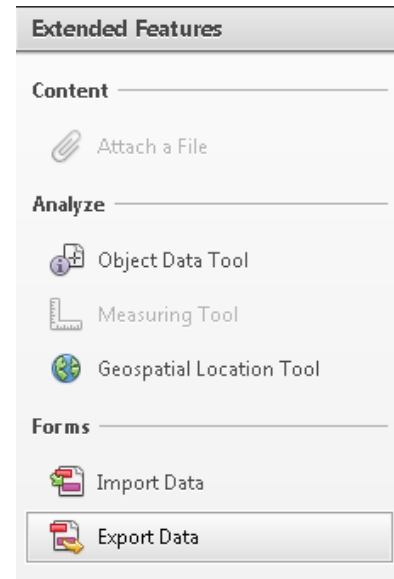
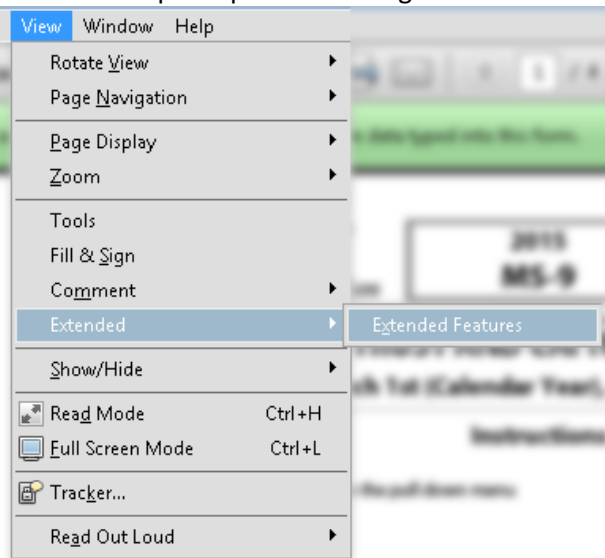


## To Export and Import Data Using Adobe Reader

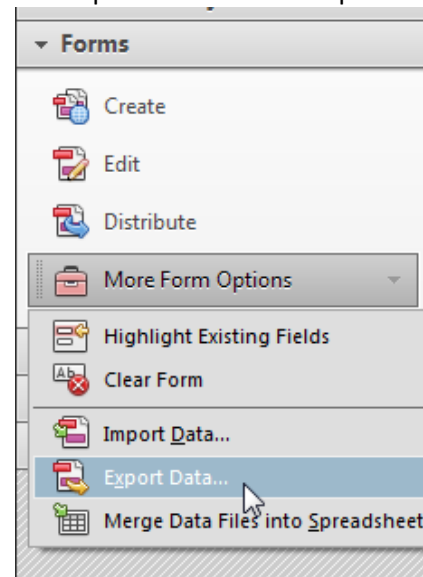
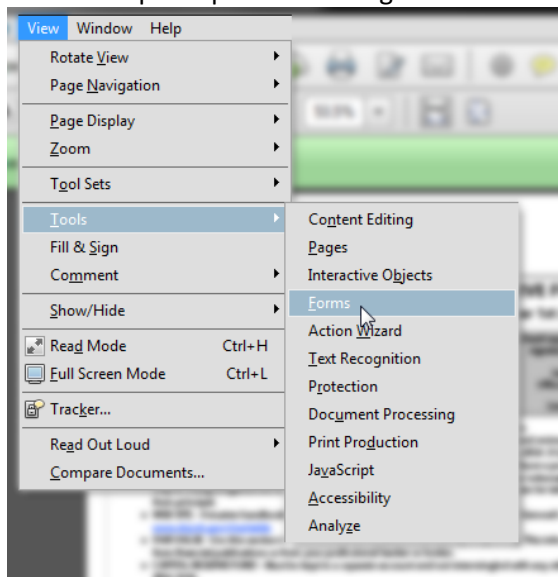
1. Open your copy of the MS-9 containing the data you wish to export.
2. Go to the “View” menu, then “Extended”, then “Extended Features”.
3. This will open a panel to the right of the document. Select “Export Data” under “Forms”



4. Save this XML file where you will be able to find it again.
5. Open the new version of the MS-9 form and repeat step 2 above, if necessary, to display the panel again.
6. Go back to “Forms” on the panel, this time selecting “Import Data”
7. Select the XML file you saved in Step 5, hit “Open” to load your data into the new form.

## To Export and Import Data Using Adobe Acrobat

1. Open your copy of the MS-9 containing the data you wish to export.
2. Go to the “View” menu, then “Tools”, then “Forms”.
3. This will open a panel to the right of the document. Select “More Form Options” and then “Export Data...”



4. Save this XML file where you will be able to find it again.
5. Open the new version of the MS-9 form and repeat step 2 above, if necessary, to display the panel again.
6. Go back to “More Form Options”, this time selecting “Import Data...”
8. Select the XML file you saved in Step 5, hit “Open” to load your data into the new form.

*You may now continue to use the new form. Do not forget to save when you are finished.*