

Saving FDA Form 3331a

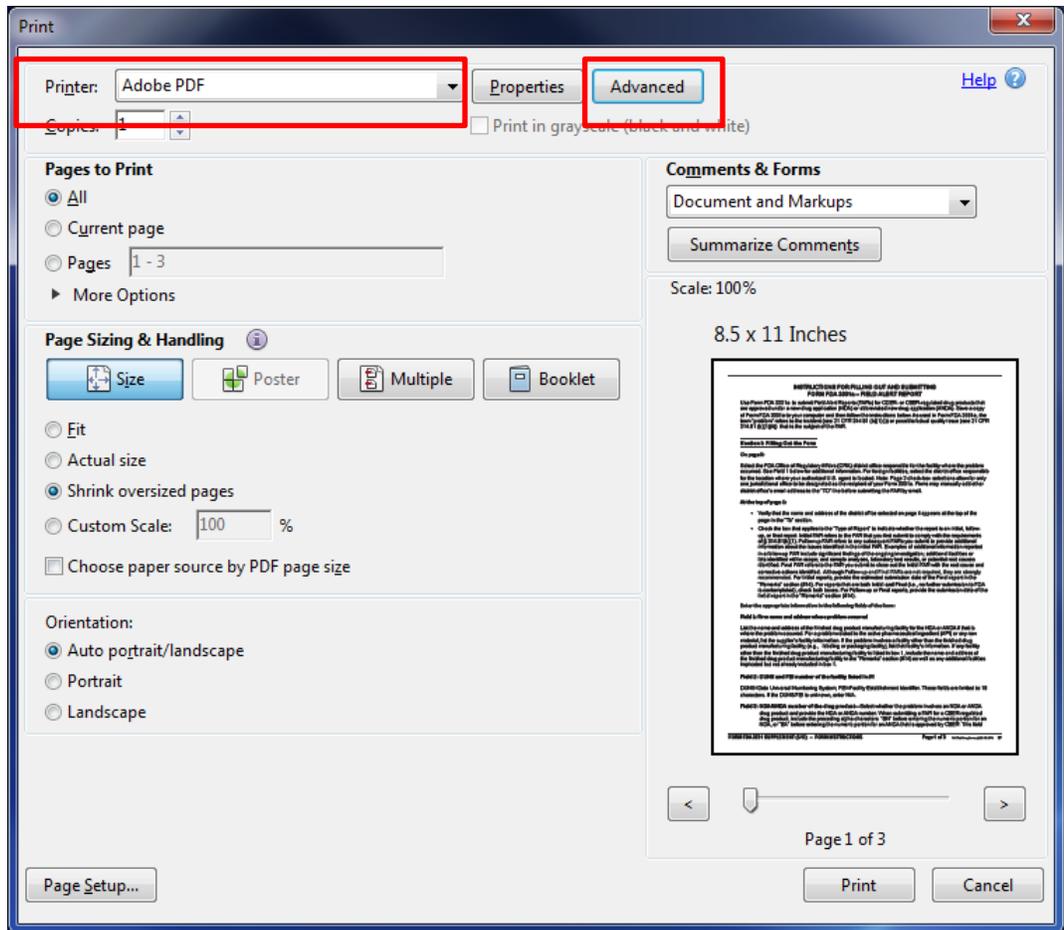
Creating a read only PDF of the completed FDA Form 3331a using Adobe Acrobat or Adobe Reader

This is the version of the FAR PDF file that should be attached to the email generated by the Submit Button on the FDA Form 3331a along with the XML file.

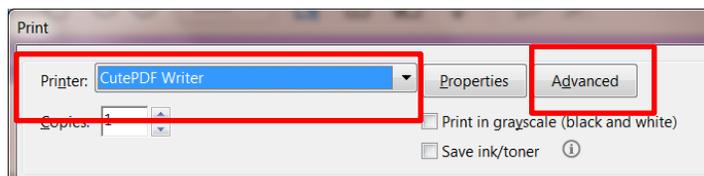
How to Print to a read only PDF file:

When you select the **File / Print** option the 'Print' options screen is displayed.

In Adobe Acrobat select the **Printer** option 'Adobe PDF' and then click the **Advanced** button.



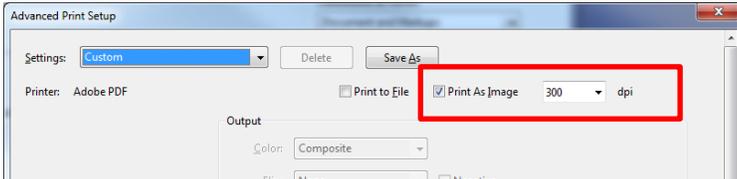
In Adobe Reader select the **Printer** option 'your 3rd party PDF print utility' and then click the **Advanced** button.



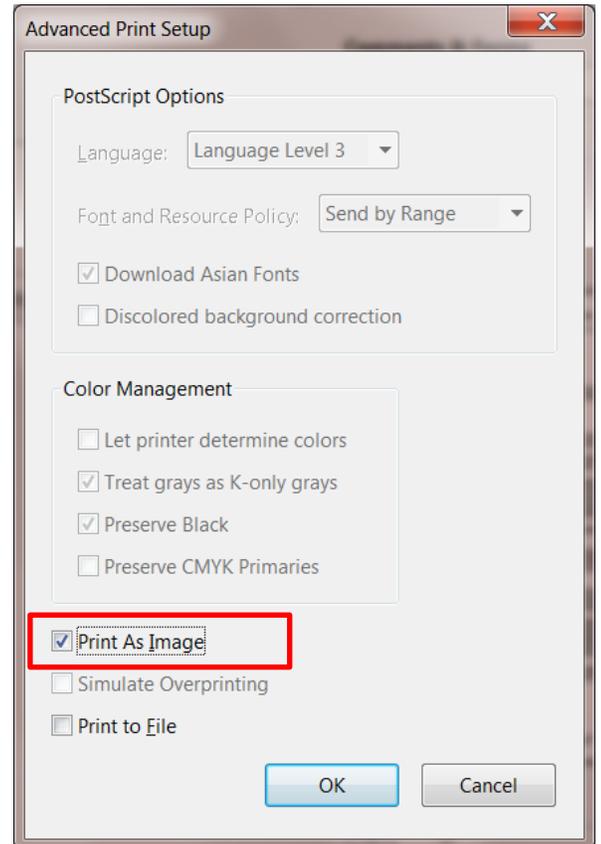
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On the 'Advanced Print Setup' screen check the **Print As Image** box

Adobe Acrobat Screen



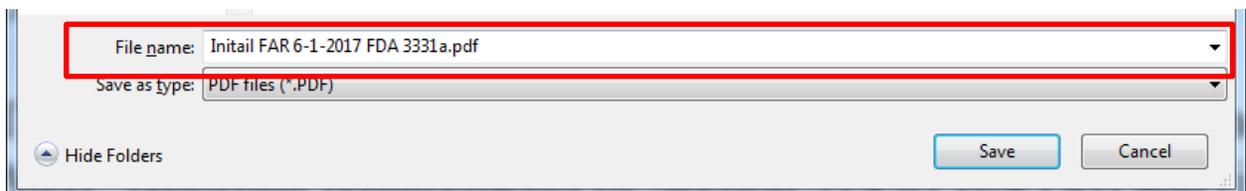
Adobe Reader Screen



Click the **OK** button to close the Advance Print Setup screen and return to the 'Print Options'.

Click the **Print** button

Enter or edit the **File Name** of the new PDF as needed



Click the **Save** button

Saving FDA Form 3331a

Saving an editable copy of your completed FDA Form 3331a

This option is only for users who are using the full version of Adobe Acrobat. (not Adobe Reader)

Using Adobe Acrobat gives you the ability to save the completed form in an editable format that can be used in your clearance process before submission to FDA. Files in this format should not be submitted to the FDA.

- Your Initial FAR submission can be saved and the form updated to submit any follow-up or final FARS.
- Information that is always the same (reporting firm and contact information) can be saved in the file and used as a template for new FAR submissions.

How to Save an editable PDF File:

From the Adobe menu bar file select **File / Save As**

When prompted for the **File Name** enter a name that will identify what is in the file.

Examples: XYZ Pharma FAR 3331a.pdf FAR NDA000000 2017-06-01.pdf

Click the **Save** button