Using the EI Forms Binder

Along with new rules, all new EI forms were implemented as of July 1, 2019. These forms are in a fillable PDF format and are available on the EI website: https://ohioearlyintervention.org/forms

These forms can be accessed using Adobe products, including Adobe Pro and Adobe Reader. Adobe Pro is available for download at a cost, and provides functionality that is not available in other versions of the product. Adobe Reader, while including more limited functionality, can be downloaded at no cost. If needed, the latest version of Adobe Reader can be downloaded here: https://get.adobe.com/reader/.

The "Binder"

In addition to the individual forms on the EI website, these forms can be accessed in a "binder," which is a PDF that includes all of the EI forms in one document. The binder is designed to be utilized for each individual child, and will auto-populate the child's name, date of birth, and EIDS number on each page once added to any page. While all forms are available for every child when utilizing the binder, not all forms will be used for every child.
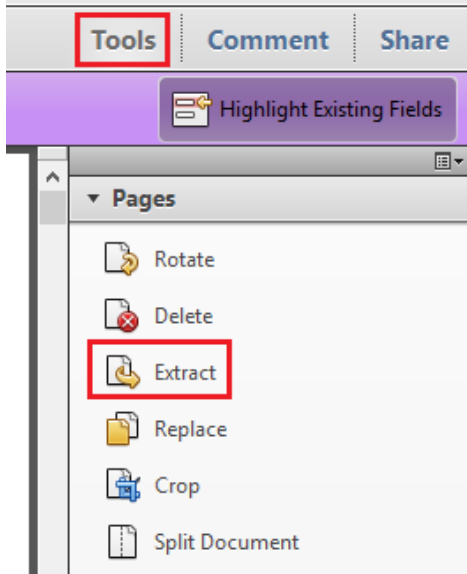
Printing Pages

When only certain pages of the binder need to be printed to be given or mailed to the parent, utilize the normal printing functions. Indicate the specific pages that need to be printed in the "page range." Specific pages can also be extracted from or added to the binder in order to save and send them to parents or providers separately, as described subsequently.
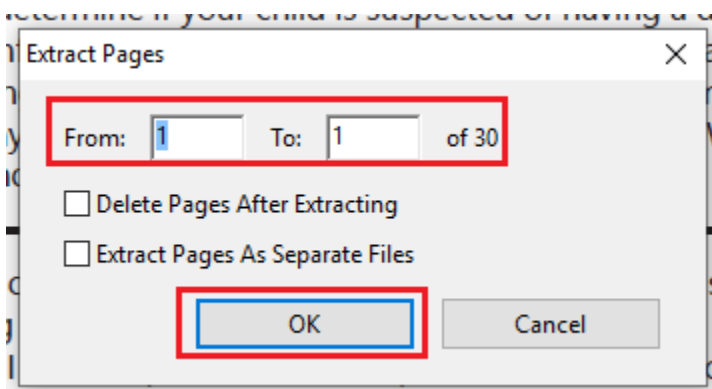
Extracting Pages

Adobe Pro

To extract pages using Adobe Pro, navigate to the upper right corner of the PDF and click on the "Tools" function, then select "Extract."
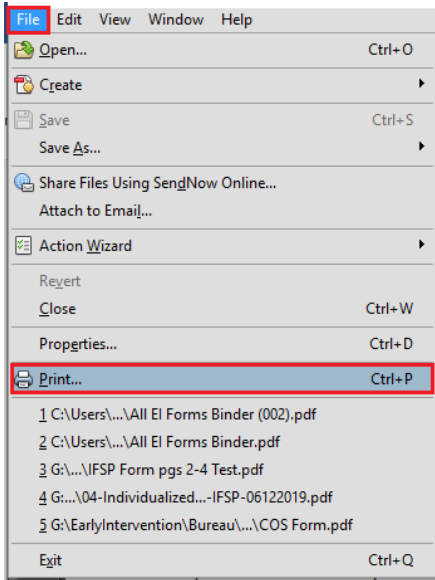
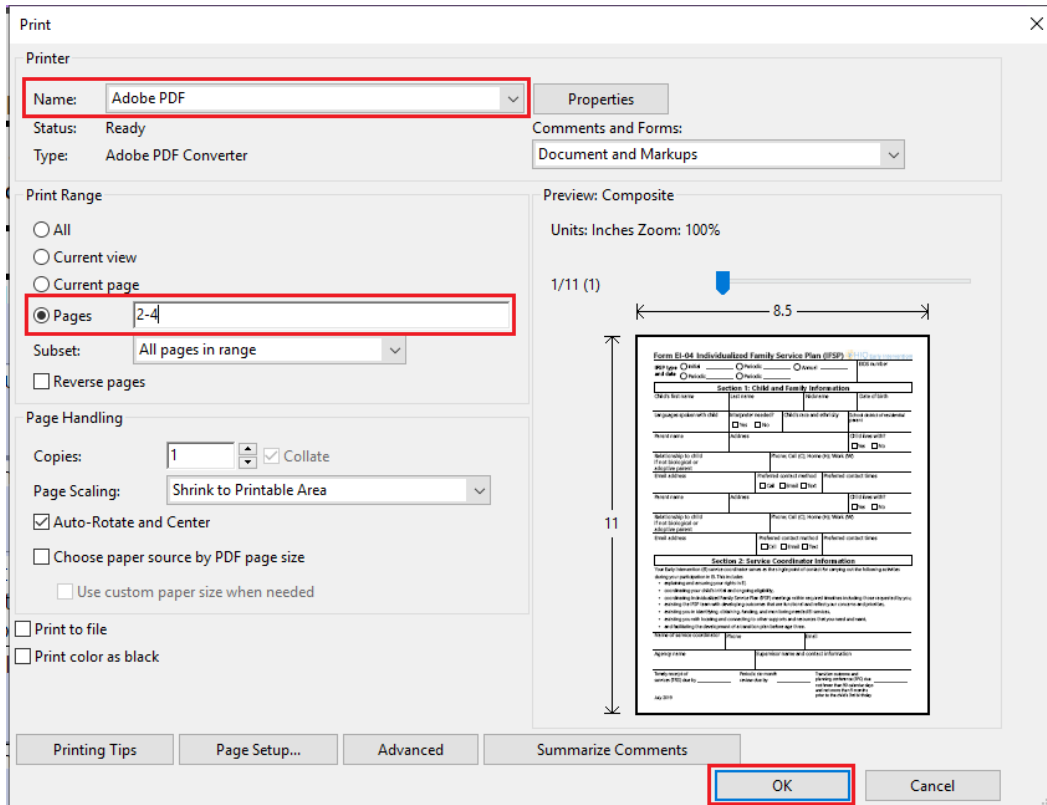Specify the page numbers of the pages that need to be extracted, then press "OK."

A new document will be displayed on the screen. Save the file where desired. By extracting pages in this manner, the fillable PDF functionality is retained.
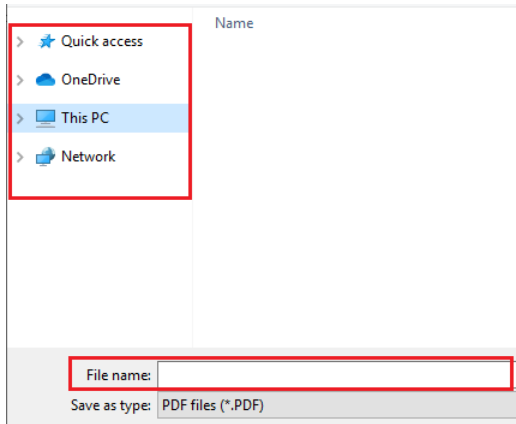
Adobe Reader

To extract pages using Adobe Reader, navigate to the upper left corner of the document and click on the "File" tab. Then select "Print".

Select "Adobe PDF" from the "Name" dropdown. Specify the page number(s) you would like to extract, then click "OK."

A box will pop up to save the extracted portion of the document. Specify the location in which the file will be saved and add the file name.
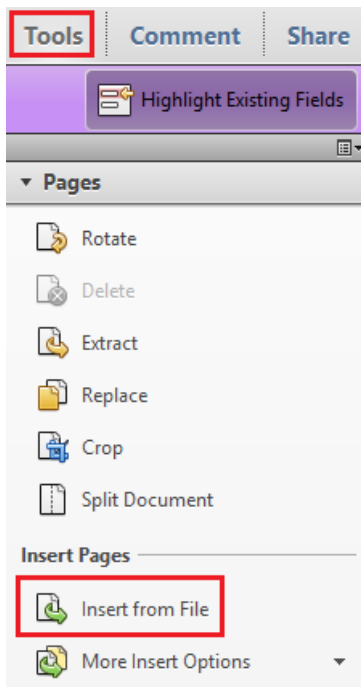

Once the desired pages are extracted and saved, the file can be attached to an email like any PDF. Please note that when using this method, the extracted pages will no longer include the fillable PDF functionality, and thus cannot be edited electronically.
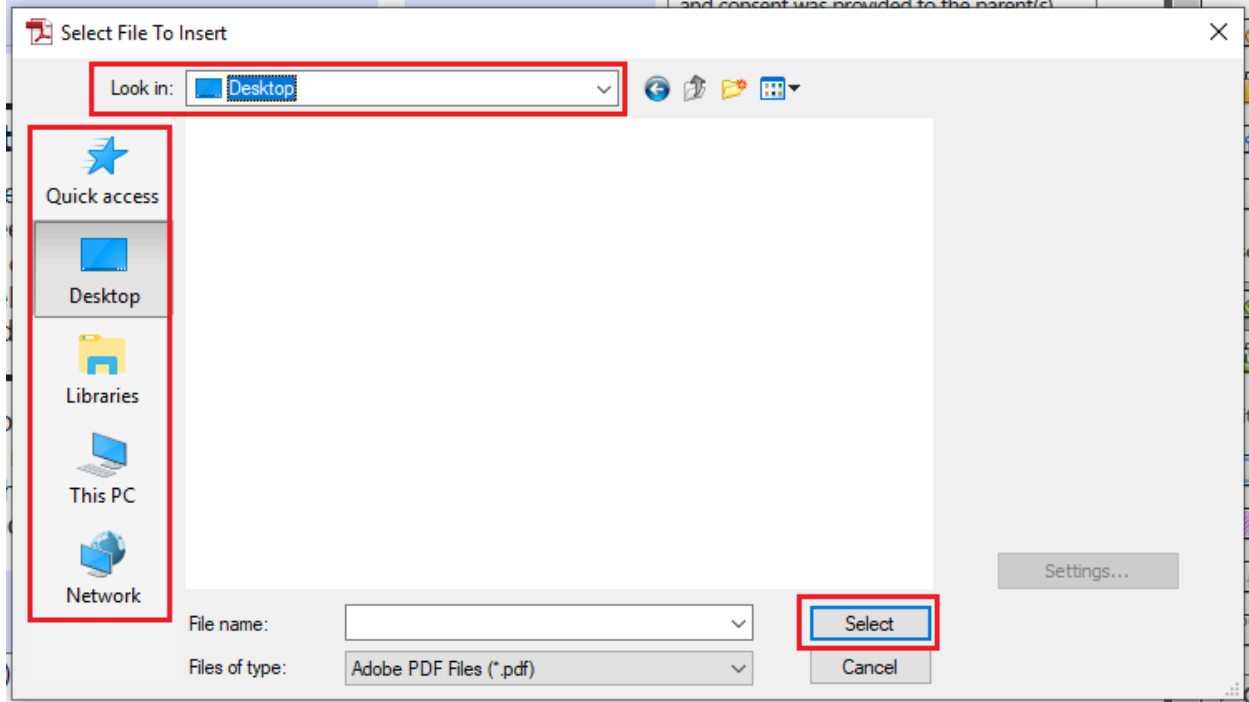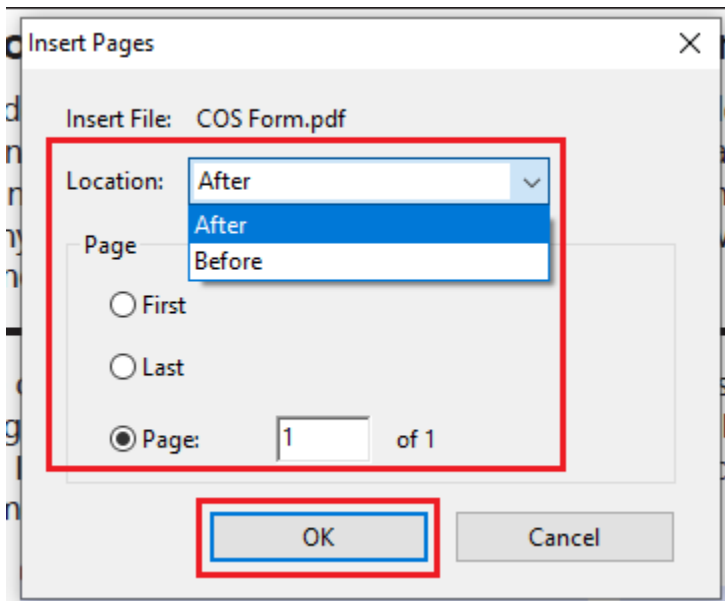
Inserting Pages

Adobe Pro

To insert pages from another file into the binder using Adobe Pro, navigate to the upper right corner of the PDF and click on the "Tools" function, then select "Insert from File."

Locate the file that needs to be added to the binder, select the file, then press "Select."

Specify where the file should be inserted using the "Location" and "Page" fields, then press "OK."

The new pages will be added to the document as specified. Use the "Save" option to save the original file with the new pages, or "Save As" to save a new file with the additional pages.

Adobe Reader

Pages cannot be inserted into an existing PDF using Adobe Reader. Options for doing so, in addition to using Adobe Pro, are described below.

Other Products

There are several third party options that allow pages to be added to be a PDF. Not all of the third party options are reputable but the following options are recommended:

- Software
  - o PDFsam: This open source program runs on all major operating systems, allowing you to merge PDF files, interactive forms, bookmarks, and more. https://pdfsam.org/
  - o PDFill PDF Tools: This no-frills program allows you to merge files, reorder pages, and format multiple pages at once. https://www.pdfill.com/pdf_tools_free.html
- Browser-Based PDF Services
  - o You can use an online PDF service and avoid downloading software. Sites like I Love PDF (https://www.ilovepdf.com/) or PDF Merge (www.pdfmerge.com) have free and easy merge tools.
- Merging PDFs in Apple Preview (Mac Only)
  - o Hold the Command key and click on multiple PDF files to select them. Then, right-click on any of the selected files and choose "Open With…" then "Preview." You can also drag the selected PDF files onto the Preview icon.

Further Assistance

If you need further information, instructions for organizing PDF documents can be found at: https://helpx.adobe.com/acrobat/how-to/organize-add-delete-pages-pdf.html