

INSTRUCTIONS

To type into the form:

1. Open the form you want to use.
2. **IMPORTANT! Save As the person's name or however you want it saved.**
3. Double click on form (you will see the form change with a rope border around the form) and then type in information. (Use up and down arrows to get to the place you wish to type or use your mouse.)
4. The text will not wrap automatically. At the end of the block you will have to manually go to the next line.
5. When you have finished typing information, double click on the bottom of the form below the rope line or double click on the bottom double arrows on the right side at the bottom of your screen to go back to the form so that you can proof read and then print it out.(If you need to make changes, you will have to double click on the form again to be able to type in the changes).
6. Remember to save again when you finish in case you need to go back and correct or add something else to the form.
7. Sign and date the form by hand. (This is shown in red on the form on your screen.)