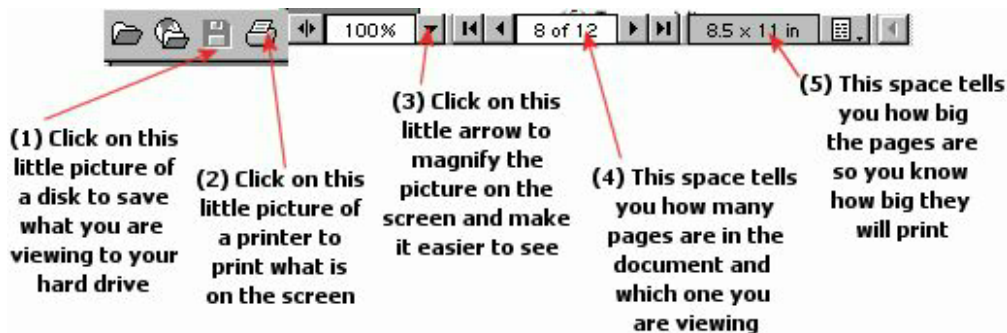


## ***View a form, publication, manual, listing, directory, etc..***

1. Click on the underlined item, Acrobat Reader will load automatically (if your computer has it installed) , wait a bit (depending on the file size) and "poof" the file appears. Simple. If you are viewing this document your ARE IN ACROBAT READER - Congratulations.

2. Now, something you may NOT know about viewing. Somewhere on the Acrobat Reader screen (depending on the version you have), you will see several icons that (in some arrangement) look like the ones below. Since you are in "Adobe Reader" now. Look for icons like those in the picture. Go ahead, I'll wait.



3. Do you see the window to the left of where arrow 3 is pointing. Look for that now on your screen. If you click on the little "down" mark to the right of the window, a little menu will show up. Then, if you click on any of the numbers you see with a " %" sign by them you can either magnify or reduce the size of the document you are viewing -- neat huh? Find that little window now and try changing the viewing size.

4. Arrows 4 and 5 are mostly information. How many pages, which one your are viewing and page size.

5. But, the important arrows are (1) and (2). The next section will explain how to save a file and to print one.

## ***Save a form, publication, manual, listing, directory, etc..***

OK, the form, pub, etc. is on the screen. You're looking at it. But you are on the web and you want to be able to view it again WITHOUT going on the web every time. Fine.

- Click on the little picture of a floppy disk. Find if on your "Adobe Reader" screen first then read the rest of the instructions before proceeding.
- Found it yet? Good. Now, when you click on it, a window will pop up saying "Save as" and showing the name of a directory.
- You can click on the down arrow and change the directory name (but write it down because that is where the file will be saved" ) also, write down the name of the file or you can't find it again.
- After changing the directory name (or not -- I don't care) and writing down the directory name and the file name click on the "Save" button at the bottom -- THAT'S IT. The file has been saved. Later, when you are not on the web, you can find use "windows explorer" and find the directory, click on the name of the file (it will be "something" ending in PDF, such as 7-O Directory.PDF. Adobe Reader will open again and you will be viewing the file.

## **Fill - In and Print an Order Form or Registration Form**

All right, you have the order form or registration form on the screen. Fill - In forms are made so that you can use your computer keyboard to fill them in and print them. So, if your printing or writing is as bad as mine, this makes it possible to make a nice, neat, typed form.

**ONE THING.** Once the form has been filled in, it cannot be saved with the information you have typed in -- So you must PRINT before you leave it, otherwise you may have to fill it in again. It is also good to print TWO copies to have one to mail in and one to keep for your records.

**THING TWO -** Some forms will only let you type information. Some will make calculations for you and others will do both. So, don't be surprised when you type in a "Quantity" - click the cursor on the next item to be filled in and another box on the form pops up a total.

This procedure is E-A-S-Y. Even a 10 year old can do it. So, if you can't - go find a 10 year old to help you.

- (1) Click your cursor on the line to be filled in.
- (2) Enter the data required
- (3) Click the cursor on the next line to be filled in.
- (4) Keep doing that until you have filled in all the lines required.

**WOW,** that's simple. Now, you remember that little picture of a printer to which Arrow 2 is pointing. Click on it and proceed. Now I know you have printed things before, so I'm, not going to instruct you on how to do it. BUT, there is one box that might be checked on the screen. You want to "UNCHECK" it. That is a box labeled, "FIT TO SCREEN". Place your cursor in this box and click it to remove the check mark that may be there -- Otherwise your printer will increase the size of each image (even very small ones" to fill in an entire sheet of paper.

That's all I can tell you. You might click on the "HELP" button on the Adobe Reader Screen, but it is not the easiest thing to navigate. You might e-mail me at [wwwwebmaster@webs-within-reach.com](mailto:wwwwebmaster@webs-within-reach.com), and I can walk you through it, or you can call a friend who knows more about this than you do, or go looking for that 10 year old. Anyway, click on the BACK button for now and return to the website.