



Editable PDF Tips & Troubleshooting

IMPORTANT NOTE: If your purchase included ZIP folders, please UNZIP (decompress) them before trying to edit the PDF files inside. Failure to do this will result in the PDF files not working correctly. Here's how:

Windows:

1. Right-click on the downloaded ZIP folder.
2. Select "Extract All" from the menu that appears.
3. Navigate to the location on your computer you want the files to be.
4. Click "Extract."

Mac:

- Double-click on the ZIP folder.

ADDING YOUR TEXT TO EDITABLE PDF FILES

1. Download and install Adobe Reader. You **MUST** use this **free** program for these PDF files. [Get it here: https://get.adobe.com/reader/](https://get.adobe.com/reader/). If you already have Adobe Reader, make sure you have the most recent version.
2. Open Adobe Reader.
3. Open the editable PDF (FILE>OPEN). Navigate to the location of the desired file and click OPEN.
4. Click in one of the blue editable text boxes and type in your information. The blue boxes themselves will not print. NOTE: In this PDF, you **CAN NOT** change the text size, font, color or alignment. Once you've added your text, save the file (FILE>SAVE).
5. Print using your printer's highest-quality settings (FILE>PRINT).
6. If sharing your editable PDF electronically with others, they **MUST** use the latest version of the Adobe Reader app (in the app store or downloaded) to view your information.

REMOVING VISIBILITY OF BLUE BOXES (TEXT REMAINS)

NOTE: Blue boxes do not print.

1. To remove visibility of blue text boxes, open the editable PDF file in Adobe Reader.
2. Click on EDIT>PREFERENCES.
3. Click on FORMS in the box that appears.
4. In the HIGHLIGHT COLOR, section, UNCHECK the box that says "Show Border Hover Color for Fields."

TROUBLESHOOTING

Try these tips for common Editable PDF issues:

- Make sure you and those you email/text these files to use Adobe Reader. Some systems have default PDF viewers that don't have the functionality of Adobe Reader.
- Make sure you have the latest version of Adobe Reader.
- You **CAN NOT** change the text size, font, color or alignment in this PDF.
- If you see overflow text indicators (little + signs near your text boxes) when you print, open Adobe Reader and go to EDIT>PREFERENCES>FORMS. UNCHECK the "Show text field overflow indicator" box. Click OK.

PRINTING

Use these tips for accurate and high-quality printing:

- When printing double-sided items, make sure "Actual Size" is selected in the "Page Size and Handling" area of the Print dialog box. This ensures everything will be lined up and sized correctly.
- When printing double-sided items, do a test print to ensure load the paper correctly for printing on the back or so that you have the proper settings for duplex printing (if applicable).
- Use your printer's highest-quality setting for best results.