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.*

Use the following instructions to add your information to the editable PDF files in this product download.

1. Download and install Adobe Reader. You MUST use this **free** program for these PDF files. Get it here: 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: To change text font, size or alignment, highlight the text to be changed, click CTRL+e, and change settings in the pop-up that appears. It make take several seconds for the pop-up to appear.
5. Once you've added your text, save the file (FILE>SAVE).
6. Print using your printer's highest-quality settings (FILE>PRINT).
7. If sharing your editable PDF electronically with others, they will need to use the latest version of the Adobe Reader app (in the app store or downloaded) to view your information.

TROUBLESHOOTING

Try these tips for common Editable PDF issues:

- Make sure you and those you email/text these files to are using Adobe Reader. Some systems have default PDF viewers which let you see files, but don't have the functionality of Adobe Reader.
- Make sure you have the latest version of Adobe Reader.
- To change text font, size or alignment, follow instructions in step 4.
- 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 make sure you know how to load the paper for printing the back side or so that you have the proper settings for duplex printing (if applicable).
- Use your printer's highest-quality setting for best results.

All printables © Hang a Ribbon on the Moon.
For personal or Church use only. www.hangaribbononthemoon.com