



Thank you for your recent purchase from my store.

I do my best to make all of my templates universal but there really is not such thing as one size fits all. If you have any issues with the files please let me know immediately and I will do whatever I can to make sure you are satisfied with your purchase.

Note: Due to the different lengths in names many of the forms have font size set to auto so in the event the name is longer the edit space the font will get smaller to accommodate.

***One general issue I have noticed personally is that when you first open the file the forms do not appear but they do when you click within the document.**

TIPS FOR EDITING YOUR PDF TEMPLATE

Save the form to your computer before completing it

I suggest that you first download the PDF form to your computer or network drive, and then open it with Adobe Reader and fill it. You can either type information directly into each field or copy and paste text. **The font is preselected and cannot be changed.** You can only type regular text (upper and lower cases); the system will not accept underlined text, bold or italics, script or formulas.

You can save your data and re-open the file later to modify or enter additional information.

Use the latest version of Adobe Reader

To open and complete the PDF application forms, you will need Adobe Reader (the latest version is recommended). If you do not have it installed on your computer, you may download the latest version free of charge from <https://get.adobe.com/reader/>.

Mac users: don't use Preview

For Macintosh system users: DO NOT use the Preview program to fill in the PDF form. Adobe Reader is the only program that will allow you to work with the form properly and allow us to read the results once back on a Windows machine. If you do not already have Adobe Reader, please use the link above to install it to your machine.

Chrome users: don't use Chrome PDF Viewer

For Chrome browser users: DO NOT use the Chrome PDF viewer program to fill in the PDF form. Adobe Reader is the only program that will allow you to work with the form properly. If you do not already have Adobe Reader, please use the link above to install it to your machine. Please use the instructions below to disable Chrome PDF viewer in your browser.



Turn off in-browser viewing

If you are having problems using the form via your browser, use the instructions here to turn off in-browser PDF viewing:

<http://helpx.adobe.com/acrobat/using/display-pdf-browser-acrobat-xi.html>. Or, try the instructions below.

Print only when your cursor is not in a form field

Use your mouse to select an area of the form that is not inside a form field or hit the tab key after completing the entry of your last box before printing your form. If a form field is active (e.g. contains the blinking bar) the contents of that block will not print.

Print from Acrobat, not the browser

If the fillable form is displayed within your web browser's window be sure to use the printer button on the Acrobat toolbar menu to print the form instead of your web browser's print function.

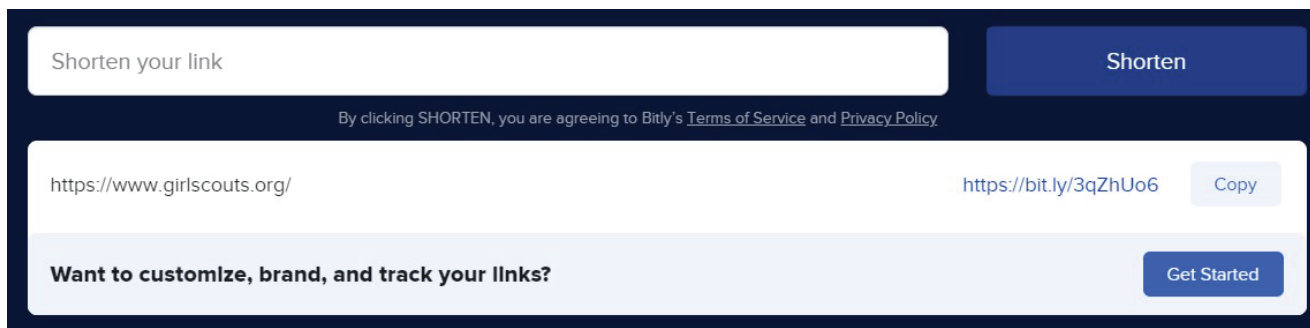
Save the file

If you experience problems printing PDF forms once you have filled them in, save the data file containing your information to your local drive.

OTHER TIPS

Link Shortening

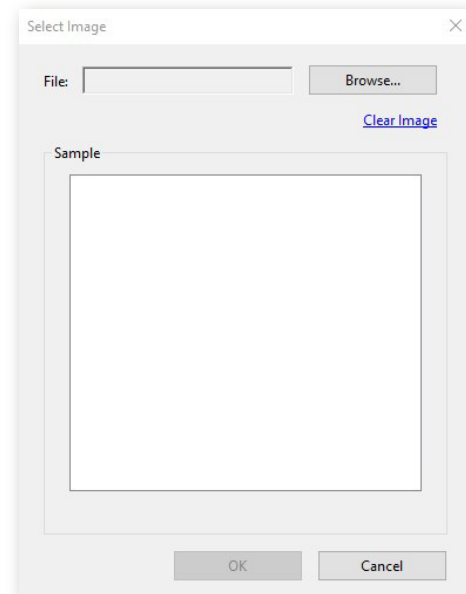
For the long cookie seller links I have found in the past that it is better to use a shortener to make it more user friendly. I use <https://bitly.com/> but there are other websites out there that will do this as well. The forms in the design are set to auto size the text and the long links tend to become incredibly small.



The screenshot shows the Bitly website interface for shortening links. At the top, there is a text input field labeled "Shorten your link" and a blue button labeled "Shorten". Below the input field, a small line of text reads: "By clicking SHORTEN, you are agreeing to Bitly's [Terms of Service](#) and [Privacy Policy](#)". The main area contains the original long URL "https://www.girlscouts.org/" on the left and the shortened URL "https://bit.ly/3qZhUo6" on the right, with a "Copy" button next to it. At the bottom, there is a light blue banner with the text "Want to customize, brand, and track your links?" and a "Get Started" button.

Adding Image to Image Forms

Click on the Image Icon and browse to location of your image file, then click OK.



QR Code

There are many different websites that will create a QR code for you but I personally use <https://www.qrcode-monkey.com/>. They give you many different customization and download options. Enter you link in, customize, download as a **PNG**. Then from there you can add it to the PDF Image Form.

