



Instructions on using PDF Forms

Please read the instructions before proceeding to Guardian ad Litem Forms.

<u>Opening & Viewing a form</u>	<u>Filling in the form</u>	<u>Saving Forms</u>
<u>Saving the information for later use</u>	<u>Printing a form</u>	<u>Clearing information from a form</u>

If you have a question that wasn't answered here, please e-mail: sheila.lowe@state.vt.us

Court forms are provided as Adobe PDF (portable document format) files.

To save a completed form you will need a copy of Adobe Acrobat or [Adobe Approval](#), not just the free Acrobat Reader.

Check the [Adobe web site](#) or consult with your local software supplier for details and prices.

You can still use the Adobe Acrobat Reader to view, 'fill out' and print a specific form. [Acrobat Reader](#) is available free from this website and from the Adobe site.

Opening & Viewing a Form: Place the mouse cursor over the form name you would like to open. This is a hyperlink that will open the form in PDF. If you do not already have the PDF viewer; a free download is available on this page, as well as at the bottom of every page on our site.

Filling in the form: Once the file is open, left click in the first cell you will need to type information into, type in the information, hit the "tab" key to move to the next field that will need to be filled in, continue to hit the "tab" key after each entry to navigate through the fields until the form is completed. Where possible, the tabs have been organized to lead you from one field to another in the order in which the each field or box needs to be completed. If at any time you want to go to a certain field, you can click in that field.

Note: If the field requires a "checkmark" or "X" you will need to place the mouse cursor over the field and left click in the field to have one appear. Hit tab to continue filling out the form.

Please note that as you add text in a particular field or box please be aware that there is a limited amount of space. **Although the amount of space allocated to a particular field is fixed the space individual characters may occupy can vary (e.g. an 'i' takes less space than a 'w'). Therefore please check that all of the details you have typed in a particular box are clearly shown when you have finished.**

Avoid the use of capitals to maximize the number of characters that you can place in a specific field.

There are some fields for free text. These are designed to wrap the text when you get to the end of the line, no need to hit enter. If there isn't enough room for a certain field, you will need to hand-write it after. However, the fields have been created with a large amount of space. If there are forms that you frequently find do not have enough space to type in the necessary text, please e-mail: sheila.lowe@state.vt.us with the form name and field information.

Saving Forms: You cannot save a court form using Acrobat Reader. To save a court form which is in Adobe PDF format you need the full commercial version of the Reader, Adobe Acrobat. If you don't need all of the features of Adobe Acrobat and only want to save the form with added details you can also use [Adobe Approval](#). This is cheaper than Adobe Acrobat. **See** the Adobe site for more details:
www.adobe.com

Saving the information for later use: With the above said about not being able to save the form (reuse it and save with different file names for different cases), you can create a shortcut to the file. This will allow you to fill in information and have that information kept with the shortcut until you override that information by re-typing over it with different information. To do this: Click on "file" (from the browser toolbar), "send", "shortcut to desktop".

Printing Forms: To print, you will need to click on the printer icon from the toolbar that is directly above the form. You will not be able to print the form from the file menu on the top of the screen.

Clearing previously entered information from a Form: In some forms there is a "clear form" button. If not, open the form, click file, open, new window.