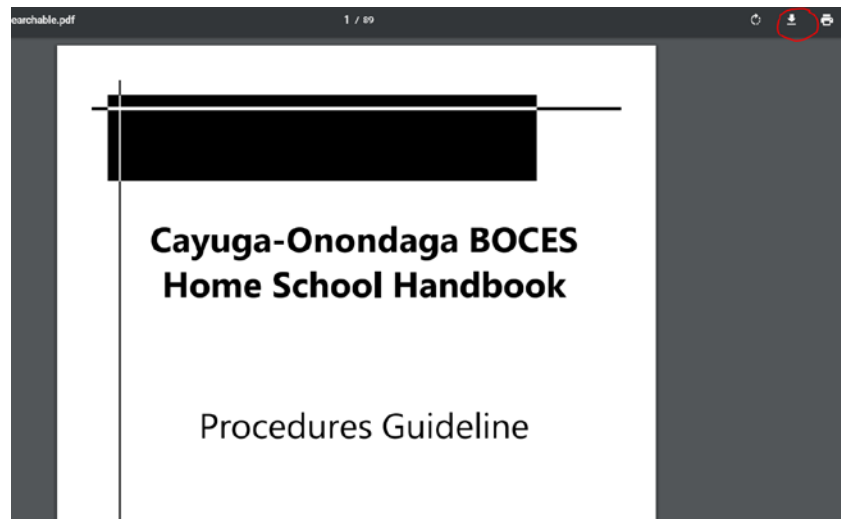


## Documents and Forms Instructions

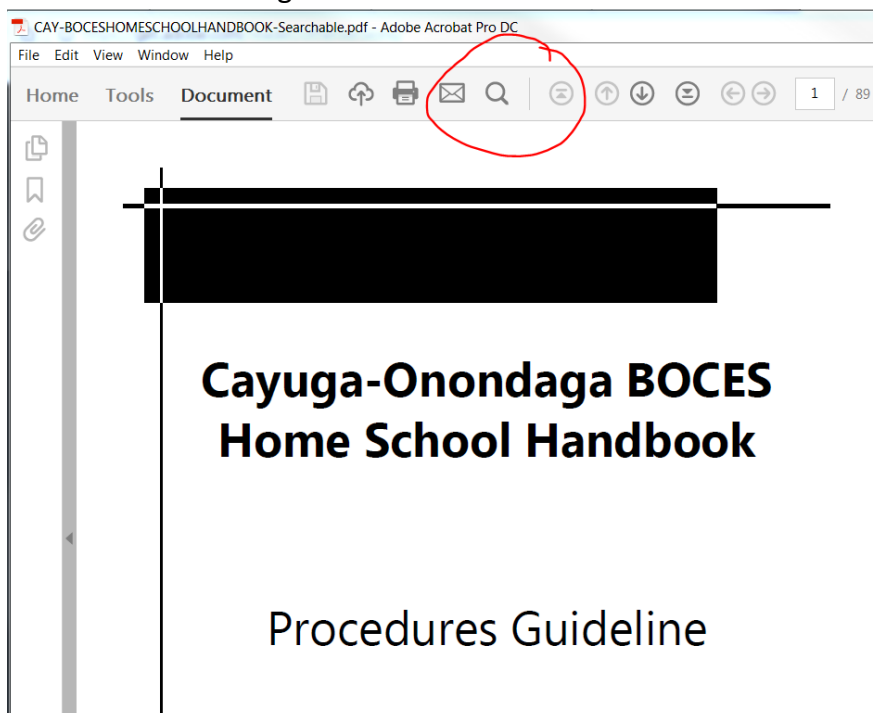
**Please Note: You will need to download or save any document or form on your own computer in order for the "search" or "fill in" features to work.**

To Use the "Search" Features of the Home School Handbook

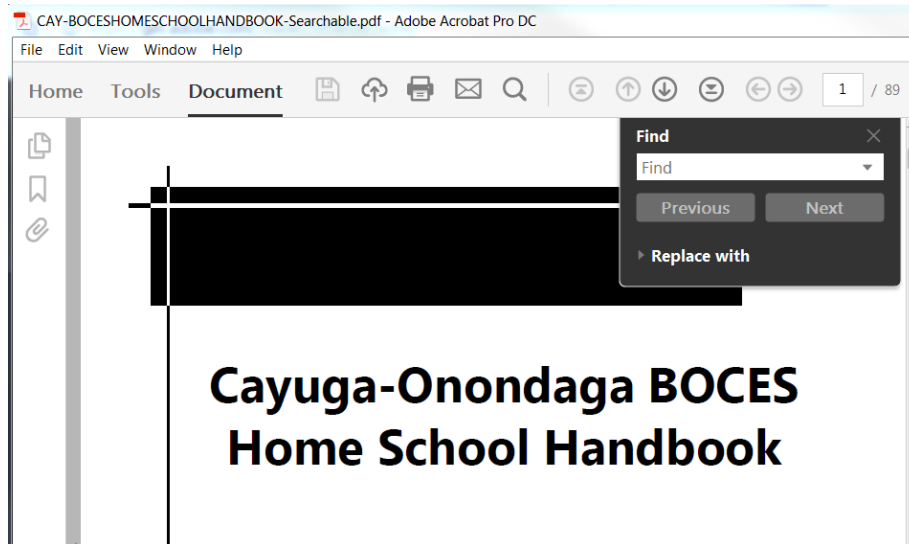


You can *right click* on the document or on the download button, circled above, to give you the option to "Save As" menu item. Be sure to pay close attention to where you are saving it. The file should save with a .pdf extension.

Now open your saved file and you should have the option to "search" the file. Just click on the magnifier tool as shown below...



Your Find box should appear...



Click in the Find field and type what you are looking for within the document.

To use the “fill in” feature and submit to our office

Follow the previous instructions to save one of our Forms on your computer.

Now open your saved file and you should have the option to “fill in” the file. Just click in the field you wish to type in.

Once you have completed the form, be sure to “Save As”. We recommend saving your completed documents with the date in the name (i.e. Notice\_child\_10-15-16) before sending to our office via email.

If you don't have a pdf reader, get your free version at <https://get.adobe.com/reader/otherversions/>

If you would like assistance, please contact Kim D. (315) 255-8814