

St. Cyril of Jerusalem Parish

INSTRUCTIONS FOR COMPLETING & SUBMITTING ADOBE PDF FILLABLE FORMS



St. Cyril of Jerusalem Parish fill-in PDF forms uses the features provided with Adobe Acrobat Fillable Forms.

- This is an Acrobat PDF Fillable Form and uses the [Free Adobe Reader Program](#). (Other pdf reader programs are not compatible with Acrobat Fillable Forms) If you don't already have Free Adobe Reader and need it, click on the link below to download and install.



Opening the Form

Your web browser may be configured with an Adobe Reader plug-in/extension to automatically open the file within your browser's window when accessed. (Exception: The Chrome Browser automatically opens the file with its own native integrated pdf reader which does not support the full integration and functionality of Adobe Fillable Forms.) It is recommended that you save the PDF file to your computer and access the file locally. This allows the full Adobe Reader application to interface with the product.

Fill-in forms with the ability to save locally may generate a dialog/message box when opened within Adobe Reader. If you are using Adobe Reader 9 or later, the dialog box will indicate that document rights have been applied to the PDF file and you can save the completed fill-in form. If you are using a version of Adobe Reader prior to Version 9, the dialog box will indicate that some features of the document will not operate and you will be prompted to obtain a newer version of Adobe Reader. Adobe recommends using [Adobe Reader 9](#) or later.

Completing the Form

- When positioning the cursor on a fill-in area or element, the cursor will change appearance. The I-beam pointer allows you to type text. The hand pointer allows you to select a check box or radio button.
- Enter the appropriate data in each box or field. To move from one field to the next, press the Tab key. You can also use your cursor to move from field to field. Place your cursor in the field you want to fill in, then left-click.
- Some fields limit the maximum number of characters you can enter and may automatically advance to the next field.

Submitting the Form

When you have completely filled in all fields, you have the options at the bottom of the form to:

- save (to save a local copy of your form to your PC)
- print (to print out a completed hard copy)
- reset (to reset to a blank form)
- email (to submit automatically –via- email to St. Cyril of Jerusalem Parish)

EMAIL NOTE: Once the form has been completed, click the "EMAIL" button at the bottom of the form to submit (for desktop email applications such as: Outlook, Outlook Express, Eudora, Mail, etc.). If you are using an internet/web-based email service account such as Hotmail, Gmail, Yahoo, you will need to save your completed form to your computer first then manually attach it to an email and send to the email address on the FILLABLE FORM. *Please DO NOT change the original file name of the form when submitting/emailing.

- If you have any questions, please contact Ms Michelle via info+forms@st-cyrl.org -or- (818) 986-8234