

Instructions for completing Word template forms

First save the form to your desktop before filling out.

Use the "Tab" key to navigate to the shaded areas to fill in the necessary information. To change an entry, click in or tab back to make the change. If you need to make an addition not on the form go to "View" – "Toolbars" and click on "Forms". You now have a small new tool bar. There is a lock at the end which protects the form. Click the lock to "unlock" and make your additions then "relock". When ready to "save" you will be prompted to save as a new document.

If you have questions, contact Pam Greene at 785.296.4633 or pgreene@ksbor.org

