Using Adobe Acrobat PDF Forms

Program Setup

■ **Turning on certain form preferences makes it easier to fill out your forms. Follow these simple instructions to enable form features.**

Open your Adobe Reader software, Click on *Edit* and then click *Preferences.* A preferences dialog window will then open. Click on the *Forms* option from the list in the left pane. There are three areas you can make changes to:

1. *General:* **The top 3 check boxes in this area should be checked.**
2. *Highlight Color:* **Check the box to "Show border hover color for fields". Then click the color selection button and choose a desired color. *Tip: A light subtle color will work best.***
3. *Auto-Complete:* **Select *Basic* from the drop-down box and then check the box for "Remember numerical data"**

Click OK to save all of your changes

Downloading Forms

■ **Downloading the forms to your computers hard-drive allows you to work with your forms at anytime without being connected to the Internet.**

Go to the web site www.ChicagoTitleConnection.com and click on the "California PDF Document Forms" button. To download any of the available forms follow these steps:

1. **Find the form you want to work with and "Right Click" on it**
2. **Select "Save Target As…"**
3. **Click the "My Documents" icon on the left window pane, Right click in the white area of the window, Click *New*, Click *Folder* and type "My Forms" and Click *Open*, Click *Save* and then click *Close*. *Tip: You can use this new folder you created to store all of your subsequent documents in.***
4. **Open Adobe Reader, Click *File*, Click *Open*, Click *My Documents*, Double Click *My Forms* and then double click on the form you want to work on.**

This form and any subsequent forms you download are now available any time you need them. For further tips on using these forms please read below.

Completing Fill-In Forms

■ **Either follow the above instructions for downloading forms and open the form you wish to fill-in and print or simply click on the link for the form on our web site. If you enabled a highlight color (read program setup above) you will see all of the available fill-in form fields. Here are some tips for entering your data:**

o **Click in the first form entry field to start typing your information. Simply use your keyboard and start typing. You can then use your "Tab" key to accept your entry and move forward to the next field. You can also use "Shift, Tab" to move backwards through the entry fields.**

o **Watch for Auto-Complete data (read program setup above) to make it quicker and easier to enter commonly entered data in your forms. When an available data entry appears either click on it or use you arrow key and enter keys to select it.**

o **To fill-in check boxes use your mouse to select it and then click your left mouse button.**

o **To print the completed form click the "Print This Form" button at the top of the page or the Print icon on the Adobe Reader Toolbar.**