

TIPS Flyer-How to fill out forms electronically

For computers that have Microsoft Word, use the grade appropriate form that was emailed to all families in mid-July. If a new copy is needed of these updated Mass Reflection or Service Hour forms that are formatted for Microsoft Word, request a copy by emailing: suzanne.kasper@stleonards.org

Otherwise, the PDF format of the Mass Reflection and Service Hour forms found on our website can be used to complete these forms, especially if an Apple product is being used. The PDF format seems to be the most universal format for most computers.

Using a smartphone, Chromebook, or other type of notepad may make filling out the forms more difficult. Also, Google Docs does not always retain the original format of the forms.

If using Word, move the cursor to the line where information needs to be added and click. This will allow the information to be added to the forms.

If the PDF document is chosen and Adobe needs to be added to the computer, a free copy of Adobe DC Reader can be downloaded using the link below. This version is used by the Christian Formation office to open and update PDF documents. <https://get.adobe.com/reader/otherversions/>

Once the document is opened:

1. There is a 'Fill & Sign' option on the right-hand side (purple icon below). By clicking on that, the document will open in the correct format.
2. A Fill & Sign toolbar will be at the top.
3. The left most option on that toolbar is used to insert a text box (Ab circled in red). Click on that icon then place the cursor where information needs to be type in and click,
4. A text box will appear (see Name). Type in the information.
5. Move the cursor to the next spot that needs information, click, type, and continue.
6. When updating the document is complete, click the 'close' button (red square) and the document will display with the information that was typed in.
7. Click on 'File', select 'Save As', select the folder to save the document in, give the document a name (ie: John Smith Mass Reflection 10-18-20) and click 'Save'. The updated document will be saved as a new document that can be emailed to stlchristianformation@yahoo.com.
8. The original blank document can then be used to submit the next Mass Reflection / Service Hour form.

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Mass Review Sheets - Elementary Home Study Program - Adobe Acrobat Reader DC

File Edit View Sign Window Help

Home Tools Mass Review Sheets... x

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Mass Reflection Sheet – Grades 4, 5 & 6

Please fill out one sheet for each Mass and complete all of the sections

Name: First Name Last Name 4 Date of Mass: 5

Church Attended: _____ Time: _____

What is one thing you learned from the Bible readings or the Homily today?

Type here to search

1:46 PM 10/19/2020