

# How to Use the Forms-on-CD

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*This information is provided to help you with your use of **first tuesday** Forms-on-CD 4.2.*

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## Instructions

### 1. [Filling out a form](#)

1.1 To enter in text, position the cursor inside a form field and click your mouse button. This activates the form field and allows text entry.

1.2 To select or deselect an item in a check box, click on it with your cursor or press *Enter* when the check box is activated.

1.3 To accept your text entry or check box:

- advance to the next form field by pressing the *Tab* key on your keyboard;
- return to the previous form field by pressing the *Shift + Tab* keys on your keyboard; or

- prevent further entry in the current form field by pressing the *Enter* key on your keyboard.

1.4 To delete your entries in the form field, press the *Backspace* key on your keyboard.

## 2. Saving a form

2.1 Go to File > *Save As*.

- Note: *Save As* saves all changes to a separate copy of the form in a user-specified location on your computer. After you save a separate copy of the form, the “Back to Welcome Page” link will not function on the separate copy. To open a new form, restart the program by clicking the *Forms-on-CD* icon on your desktop.

## 3. Printing a filled-out form

3.1 To bring up the print options, go to File > *Print* or click the *Print* icon.

3.2 Specify the printer, page range, number of copies, and other properties, and click *OK*.

## 4. Increasing or decreasing the page view

4.1 To increase the page view, hold down the *Ctrl* key and press the "+" key on your keyboard until you have reached the desired page viewing size.

4.2 To decrease the page view, hold down the *Ctrl* key and press the "-" key on your keyboard until you have reached the desired page viewing size.

## 5. Using the search feature

5.1 To search for words in any form or book, go to Edit > *Find*.

5.2 Type the word, words, or part of the word you are searching for and press *Enter*.

## 6. Turning off automatic calculations

6.1 Right click the form in a non-fillable area and select *Page Display Preferences*.

6.2 Select *Forms* from the column of buttons on the left.

6.3 Deselect *Automatically calculate field values* and click *OK*.

# Troubleshooting

## 1. My text doesn't wrap when I type in a multi-line field.

Word or text wrap is not available over multiple lines. In a multi-line form field, press the *Tab* key on your keyboard to go to the next line.

**2. I can't get back to a prior page.**

Click the *Back to Welcome Page* button. You can navigate anywhere from the Welcome Page.

**3. I want to print out a blank copy of a form, but there are zeroes in the form fields.**

Turn off the automatic calculations (see 6 above) and delete any unwanted zeroes.

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