

❧ COMPLETING & PRINTING PDF FORMS ❧
WOMEN MARINES ASSOCIATION
EDITH MACIAS VANN SOUTHERN CALIFORNIA CHAPTER

Find the Webpage	From any CA-7 Website webpage, click " <u>Links & Etc</u> " on the <i>navigation bar</i> near the top of the screen
Find the Form	On this webpage, under the " <u>Etcetera</u> " and then " <u>CA-7 Forms</u> " column, there are several <i>form links</i> . Each link opens various forms typically created in <i>Microsoft Word</i> and saved as a <i>Adobe PDF form</i> <ul style="list-style-type: none">• As a "PDF Form", the selected file has editable fields that you may fill in from your computer screen.
Open the Form	Click on the desired Form link to open it. The form will typically open using <u>Adobe Reader</u> (depending on the software you have loaded to your computer). If you can't open the link because you don't have the software required, click the following link to download a free copy of the <u>Adobe Reader</u> software (it's the industry standard) – <p style="text-align: center;">http://get.adobe.com/reader</p>
Complete the Form	Once the Form Opens, you have two options; <ul style="list-style-type: none">• <u>Fill out the form from your computer screen</u>. Once it's complete, <i>print and deliver</i> the form as instructed• <u>Print the form, and fill in the required fields by hand or typewriter</u>. Once it's complete, <i>deliver</i> the form as instructed
Close the Form	Likely if you try and save the file in <u>Adobe Reader</u> , it will warn you that the <u>only option</u> here is to <u>fill in the form and print it</u> . Other software programs (i.e., <u>Adobe Acrobat</u>), will allow you to save the form (with or without completed data), however, the file will only be saved to the directory you specify on your hard drive (<u>NOT on the website</u>). <ul style="list-style-type: none">• <i>Once you close the form</i>, the data entered will be reset (blanks) for the next website user, and you will be returned to the "<u>Links & Etc.</u>" webpage.

Quick Link to the CA-7 Links & Etcetera Webpage → <http://www.womenmarines.net/links.html>