

Note about the OFFICE REFERRAL FORM

The program that you want to use is the Adobe Acrobat Professional 6.0. To open that program

1. Start Button(bottom of screen)
2. All Programs
3. Adobe
4. Adobe Acrobat
5. Adobe Acrobat Professional 6.0

All the forms including the Office Referral Form are located

1. My Computer
2. Teacher Shared (V)
3. Teacher Forms PDFs folder

Key Strokes short cuts will let you use the keyboard without ever touching the mouse. It is just a quicker way to fill the forms out.

- Key Strokes
 - TAB KEY – Going from one text box to another – Forward
 - SHIFT TAB KEY – Going from one text box to another – Backwards
 - SPACE BAR KEY – Make/unmake a Check inside a Check Box

With a **Multi-Text comment box**, when you come to the end of a line you need to hit the **TAB** key to go to the next line to start typing. It will **not** just automatically wrap the words down to the next line.