

# STANDARD LEGAL™

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## **USING THE ADOBE PDF FORMAT: STANDARD LEGAL SOFTWARE v.5**

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### **THE ADOBE PDF FORMAT**

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To use the PDF format, your computer must have the commercially available Adobe Acrobat, the free Adobe Acrobat Reader, or another non-Adobe PDF viewer installed. (NOTE THAT PDF READERS NOT CREATED BY ADOBE MAY NOT WORK CORRECTLY WITH FORM FIELDS!)



[\*\*DOWNLOAD ADOBE READER \[IT'S FREE!\]\*\*](#)

A computer's settings dictate what program will be used to open a particular file type. Most often, .pdf files automatically open using Adobe Acrobat or Acrobat Reader, since this file extension is designated for Acrobat by default. Double-clicking any of the .pdf files in the PDF forms folder should launch the Acrobat or PDF program on your system.

If Acrobat, Acrobat Reader or another PDF program does not launch automatically after double-clicking on a PDF file, then you can start your PDF program manually using the Start>Programs button on your system. Once launched, select File>Open from the top of the menu, then browse your way to the PDF legal forms on your system and select the form you wish to access.

(If you have Acrobat, Acrobat Reader or another PDF program installed on your machine and double-clicking on a particular form does not launch the program, then check your system's Help Section to learn how to associate programs with specific file extensions.)

IMMEDIATELY AFTER OPENING ONE OF THE PDF DOCUMENTS, SELECT "SAVE AS" FROM THE FILE MENU AND CREATE A SEPARATE WORKING COPY OF THE FORM! DO THIS "SAVE AS" BEFORE YOU MAKE ANY ENTRIES OR CHANGES TO THE FORM! You can save the document into the same folder as the original PDF template, but we advise you to rename the document before doing so. (SUGGESTION: you may wish to rename the form with your name and the current date, i.e. "JohnSmith\_09-05-04.pdf". That way, you know for whom and when the file was created.)

**PLEASE NOTE THAT ALL OF THESE LEGAL DOCUMENTS CONTAIN ADDITIONAL NOTES AND/OR INSTRUCTIONS AT THE BEGINNING OF THE FILE! PLEASE READ ALL OF THESE INSTRUCTIONS CAREFULLY!**

### **“FILL-IN-THE-BLANK” FORM FIELD INSTRUCTIONS**

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- Access a form by double clicking it or by using File>Open within Acrobat, Acrobat Reader or another PDF program to browse to and open the file directly. (Users of the full version of Adobe Acrobat may want to save a copy of each original form provided using SAVE AS before entering any information, so that a "clean" copy of each PDF file is available to use again later. If you do not remember to "save as" before entering information, the information can be deleted manually from each form field.

- Select the hand tool from the toolbar menu. Use the hand tool to move the page around to view all the areas, if necessary.

- When the hand tool is positioned over the top of a form field, the hand tool becomes an I-beam tool for text input. (You can also select the "Highlight Fields" box in newer versions of Acrobat, and the form fields will be presented in color for easier selection.) Double-click the I-beam tool into the first form field, and type in the required information.

- The PDF versions of the documents provided are “fill-in-the-blank”. **Each form field in the PDF format has a corresponding "?" mark in a yellow circle that provides written guidance as to the wording or information that is to be entered into that specific line. Hold**

**the cursor over the "?" mark and the instructional information will appear for your review. (Or click the "?" to keep the instructions box open while moving the cursor away to complete the field, and then click the "X" in the corner of the box to close it when you are done.) Provide the requested information where required per the instructions and tab to the next field until the form is completed.**

- NOTE that some of the form fields do not have a "?" mark attached to them, as the information on these lines is automatically filled in for you. HOWEVER, if this default information is not appropriate for a specific field, you must manually change the information by clicking the I-beam into that field and then deleting and typing the correct information.

- Once you have completed all of the fields, use your mouse to click into an area of the form that is not a form field before printing your form. If a form field is active (i.e. contains the blinking I-beam), the contents will not print! If the form is displayed within your web browser, be sure to use the printer button within toolbar menu to print the form.

## **PRINTING THE PDF FORMS**

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**PRINTER MARGINS:** In most cases, printers automatically adjust their margins to suit the document being printed. When this is not the case, the printer margins are set within the print dialog box in all of our available software formats, and the settings must be adjusted for your specific system.

Printer margins are standard within our forms (about 1/4 inch). Typically, there is no reason to adjust the margins of the forms, but rather the settings within Acrobat/Acrobat Reader and/or your printer's main settings.

Please do not contact Standard Legal about adjusting your printer margins, as such an issue is specific to your system. We cannot help make this adjustment for you -- you must read the HELP information that is specific to your printer and PC.

**QUESTION MARK PROMPTS:** Some users have seen the "question mark prompts" that provide guidance and information on the .pdf forms print with their forms.

This issue is simply a chosen setting within Acrobat Reader; it is easy to "turn off" this question mark printing:

1. Choose Edit > Preferences (Windows) or Acrobat > Preferences (Mac OS)).
2. Select Commenting.
2. In the Commenting pane, de-select Print Notes And Pop-ups (i.e. ensure box is NOT checked).

3. Click OK.

Print your documents again and the "question mark prompts" will no longer print on the document.

**ADDITIONAL PDF FORMAT INFORMATION**

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NOTE THAT THE PDF FORMAT ONLY ALLOWS FOR CHANGES TO THE BASELINE CONTENT USING THE COMMERCIAL, PROFESSIONAL VERSION OF ADOBE ACROBAT OR ANOTHER COMMERCIAL PDF WRITER! If you feel that the attorney-created content does not fit your personal situation and you must alter it to properly use one the legal forms, then review the instructions provided within Acrobat regarding text changes to make these revisions.

**PLEASE NOTE THAT ALL OF THESE LEGAL DOCUMENTS CONTAIN ADDITIONAL NOTES AND/OR INSTRUCTIONS AT THE BEGINNING OF THE FILE! PLEASE READ ALL OF THESE INSTRUCTIONS CAREFULLY!**

**WHAT TO DO WITH THE COMPLETED FORMS**

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Once you have fully completed all of the fill-in-the-blank boxes and saved the document one final time, you can print out a paper copy of the completed document.

Note that you should not include the introduction and instructions sections with the final forms! These instructions are provided to help you complete the document, but are not a part of the final forms.

**IMPORTANT: WHEN YOU ARE READY TO SIGN THE DOCUMENTS,** most of the completed forms require both the signature of the person making the document and the signatures of two other persons who must act as independent witnesses. The two independent witnesses should not be named in the document itself! The two witnesses should both sign and print their names on the appropriate lines within the forms, and then list their address, city and state of residence when applicable.

The person making this document should also initial and number each page on the lines provided at the bottom, so as to designate each page as a part of the entire finalized document.

MANY LEGAL DOCUMENTS MUST ALSO BE NOTARIZED. If there is a notary's Acknowledgement form included with the legal forms you are completing, then you must have the documents notarized. The person(s) signing the final documents must either sign them in front of the Notary (who can also act as one of the witnesses), or the person making the document must appear before the Notary and acknowledge to the Notary that the signature is his or hers, that the signing of the document is his or her free act and deed, and that he or she is competent to make sign the document.

After the document is signed, initialed, witnessed and notarized, make several copies of the same. Keep one set for yourself and distribute the other sets to your most trusted friends or advisors. These copies serve as "backup" versions should the original be lost or destroyed. (However, if the original document is lost or destroyed, making a new document may be an appropriate measure to ensure that no problems are experienced later.) Keep the original document in a safe and fireproof place.

Any instructions related to the filing of these legal documents with a specific court are included in the introduction and instructions for each specific form. Not all legal documents are filed with a court upon their creation; please read carefully the instructions provided so that the proper steps are followed regarding court filings.

## GETTING HELP / TECHNICAL SUPPORT

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The most common error regarding the use of the software or the completion of the legal forms is that the user has not fully read the comprehensive instructions provided. **PLEASE READ ALL OF THE INSTRUCTIONS PROVIDED PRIOR TO COMPLETING ANY OF THE FORMS!**

If you have read all of the information provided and are still having difficulty using the forms, please check the [Frequently Asked Questions](#) section of our website.

If you still have a problem after reviewing this FAQs section, email [support@StandardLegal.com](mailto:support@StandardLegal.com) to contact one of our support specialists. While we cannot and do not offer you any legal advice with the purchase of our software, we can help you with any technical issues regarding the file formats and other usage issues. Our support staff does its best to answer your question within one business day.