



# Fillable PDF Information/Instructions – Competitors

## IMPORTANT INFORMATION REGARDING WEB BROWSERS

There are many different web browsers available to you on the internet. All of them are created somewhat differently. We have undergone testing of many web browsers and below are 5 that are suitable for viewing and working with our fillable PDF's and have listed them below, along with their download link.

1. Internet Explorer <http://windows.microsoft.com/en-AU/internet-explorer/download-ie>
2. Google Chrome <https://www.google.com/chrome/index.html>
3. Opera <http://www.opera.com/>
4. Safari Only for Mac and comes installed
5. Torch <http://www.torchbrowser.com/>

**NOTE: PLEASE DO NOT USE FIREFOX TO ACCESS FILLABLE PDF'S AS THEY WILL NOT WORK**

## What is a fillable PDF?

A PDF is a “Portable Document Format” document. It is a format that enables someone to send a document to someone that will contain all original formatting that cannot be changed.

A fillable PDF is the same as the PDF above however we have “opened” some of the fields so that you can type text into them and when done, it will look like it is part of the original document. Fields that have been opened for you to type in are highlighted with blue shaded areas (example at the bottom of this page). If you open a fillable PDF and can't see the blue shaded areas, please see the Frequently Asked Questions section below.

## How to use a fillable PDF

Firstly, does the PDF look like the one below, including the blue shaded areas when you open it? If so then you are ready to read on in this section and learn how to complete the documents below. If the shaded blue areas do not appear when you open the document, please go to the “Frequently Asked Questions” section of this document to show you how to make them appear.

The screenshot shows a PDF document open in Adobe Reader. The document title is "FILLABLE Horse Handling Waiver 13 September (002).pdf". The form content includes the following fields, all of which are highlighted in light blue to indicate they are fillable:

- Show Society
- Name of Event
- Date of Event
- Name Of Participant
- Contact Telephone of Participant
- Participant Address
- Participant Email

At the bottom of the form, there is a paragraph of text: "Agricultural Societies Council of New South Wales Limited and (name of show) (together the suppliers) advise that participation (including passive participation) in animal handling at an agricultural show contains elements of risk, both obvious and inherent. The handling of animals is a dangerous recreational activity as animals can act in a sudden and unpredictable way, especially when frightened or hurt."



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## Auto Format Fields

Sometimes you will see the text you type appear in the field in a very large size, this means the field you are in is set to “auto format” which means, no matter how many letters you type they will always fit in the field. This has been done for fields such as legal names of animals that can have many words or letters. It is not possible to change the font size. If this causes you particular problems or concerns please contact the Show Society Office.

## How to move around a fillable PDF

To type in a field - put your cursor at the beginning of the line in a blue shaded area and CLICK ONCE. You can then commence typing.

To move to the next field – simply use the tab key on your keyboard, or you can again use your mouse and click once at the beginning of the next field with a blue shaded area.

Once you have completed all the information you require, click on print icon or use File/Print and the document is ready for signature.

Note: If you do not have the blue shaded areas appearing, still click on the beginning of a line and if you are able to type in that field, the text will appear.

## Emailing Fillable PDF's to Competitors

You can attach a fillable PDF to an email just like any other document. You can open the document and complete it prior to the show then print it and bring it on the day.

**IMPORTANT:** Please note that a competitor cannot legally submit a fillable PDF form to a Show Society via email as it is not signed by them. Our forms are only valid when there is a physical signature present on it.

## Frequently asked questions regarding fillable PDF's

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### I can't get the PDF's to open what do I do?

More than likely, you don't have a program loaded to your computer to view pdf's, or possibly it is an older version of a PDF reading program. To read a PDF you need specific software that is available FREE at the link below. The link we are providing is for Adobe, the company that owns and makes the software that we are using to create the documents.

<https://get.adobe.com/reader/>

### How much of the PDF do I need to fill in?

You can fill in as little or as much of the fillable PDF as you like.

*If you want to print a normal blank waiver* - just open the document and click on print icon or use File/Print.

*If you would to only fill in some information and complete the rest in hand writing*- then just type what you can and click on print icon or use File/Print.

Whenever you print, the blue boxes will not appear on your final document.



# Fillable PDF Information/Instructions – Competitors

## Can I save a fillable PDF?

A fillable PDF can be saved in your computer.

## My text won't fit in the field, what do I do?

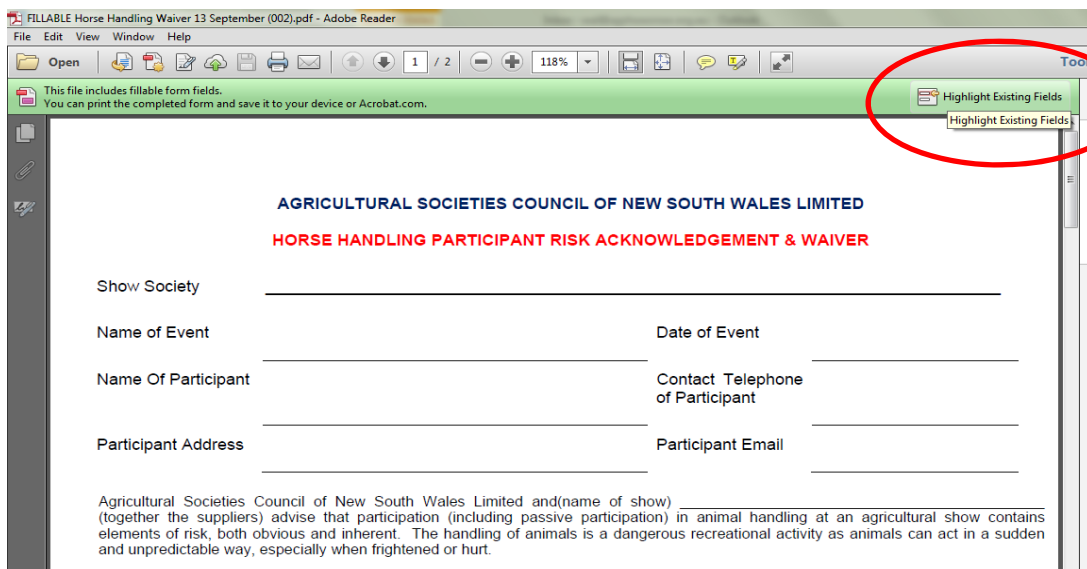
We have made the forms based on assumptions of how much text we think may be needed. If there are any fields that need larger text boxes to accommodate more letters please call the Show Society office and let us know and we will be happy to change the document.

## How do I make the blue shaded areas appear on my fillable PDF and why aren't they there?

There are many programs available for computers to view PDF's. Some people have Adobe, which is the owner and creator of the PDF software we use, so the blue shaded areas will automatically appear.

To get the blue shading to come up, there are 2 possible methods that will work on your computer, depending on the software.

*Option 1* When you open the PDF there may be a field in the top right-hand corner that says "Highlight Existing Fields". Simply click on this and the blue-shaded fields should appear

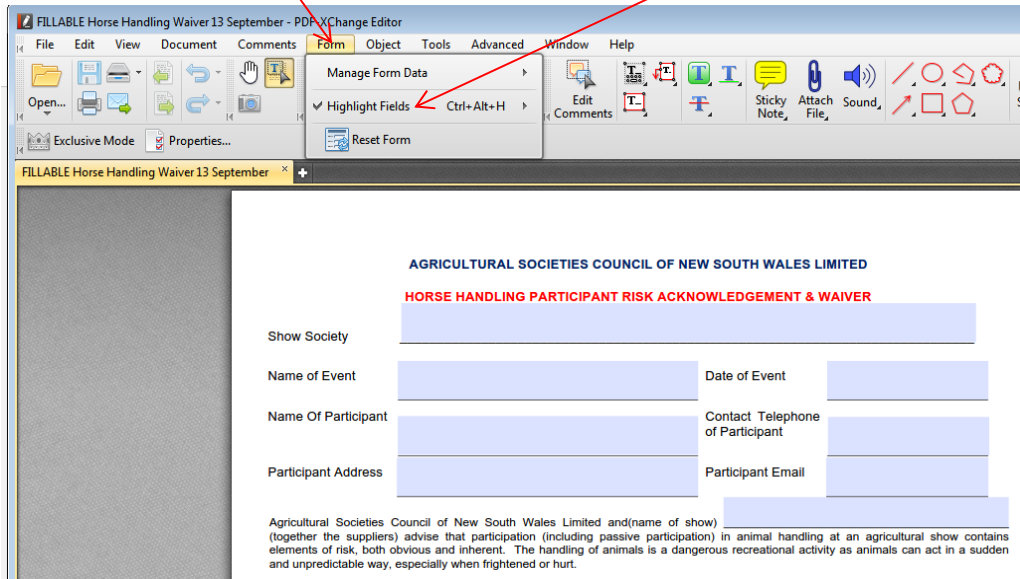




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Option 2

1. Click on “Form” in the toolbar along the top of the document
2. Click on the field that says “Highlight Fields”



There are not enough lines in the group forms for the number of entrants in that group, what do I do?

Group Waivers contain 20 lines for competitors.

Option 1: If the school or group has more than 20 competitors the organiser simply completes 20 lines, prints the document, then deletes the names and enters the remaining new names.

Option 2: Alternatively, the school or group coordinator can save the applicable completed page to their computer and then go back to the original document, delete the names and type the remaining names.