



## National Garden Clubs, Inc.

1. Move your mouse to the form - click. The form will launch.
2. Most of the forms have areas called “fields” that are designed to enter data.. Use the **TAB** on the keyboard or the **mouse** to move from field to field. Use **SHIFT-TAB** to reverse. When you begin using the form, you will quickly receive a “pop up” message stating that the form may be copied but not saved with the data. Simply acknowledge this and move on. These forms cannot be altered, but they can be copied both with and without the data. The fields are restricted to the length of the line on the form, so should you exceed the field or allotted spaces, your computer will give a warning and portions of your entry will be deleted. For each field, the curser will either be set to begin entry from the left or centered, depending upon appearance and information requested.
3. Fields are created sequentially. Strike the **TAB** key to advance the curser to the next field. If you wish to return to an earlier entry, use your mouse or the **Shift-Tab** to reverse.
4. Fields for dates have been identified to receive numbers for m/d/yy, e.g. 1/1/07 or 12/31/07. A written date will be rejected, e.g. December 31, 2007. Telephone numbers are programed to appear as (area code) 3 digits-4 digits.
5. Several forms use a check box. The Space bar will **create and remove** a “check” in the box. Strike the **TAB** to move on to the next field.
6. Forms 29H and 30H include numbers in their fields. Place a “number” in the field, then TAB. The scores will automatically create a total to the right and/or at the bottom of the page. For half and quarter point scores use “.5” or “.25.” If you wish to change a number, use your mouse to click on the field/number that you want to change. Change the number and **TAB**. You **MUST** strike the **TAB** to enter the new number in to the running total.
7. When you close the form, you’ll be prompted to either continue to input information on the form, print, or discard and exit. Reminder: You can print as many blank or completed copies as you need. You may copy them on paper, on a disc, e-mail the blank form, but you cannot save the “filled out” version on to your computer. Adobe Reader allows you to view the forms but not save the entries. Recipients of e-mailed forms can make entries on their computers and print, but again, the completed form cannot be saved to your computer.

PROPERTY OF NATIONAL GARDEN CLUBS, INC.  
CREATED BY THE 2005-2007 NGC FLOWER SHOW SCHOOLS COMMITTEE

FOR THE STATE FLOWER SHOW SCHOOLS CHAIRMEN  
FOR THE STATE SYMPOSIUM CHAIRMEN  
FOR THE STATE JUDGES’ CREDENTIAL CHAIRMEN