

Articles of Enquiry 2009

Step 1 - Acrobat Reader 9

The project requires / benefits from the sophistication offered by the latest FREE Acrobat Reader, Reader 9.

Which version have I got?

Check the Reader's icon on the PC's Desktop (the first screen you see when you turn on).

Alternatively, open any PDF file. From the top menu bar click Help. The Reader's number appears in the menu options.

If you need to upgrade

Go to www.adobe.com Choose the "Get Adobe Reader" option on the home page.

Decide whether you want to uncheck the Google toolbar offer.

Click the gold bar beneath the address line and choose "Install Activ X" option.

Choose instal. This may take time based on your broadband speed.

When invited to do so, Restart your PC to complete the installation.

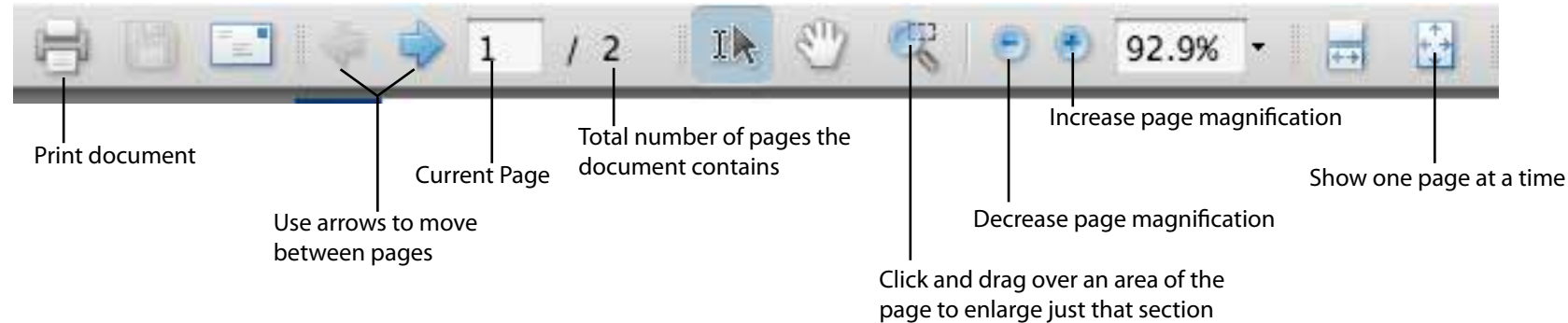
The next page of this document, highlights the tools and navigation aids available in Reader 9. This page supports the second training video in our series.

2009 Articles of Enquiry

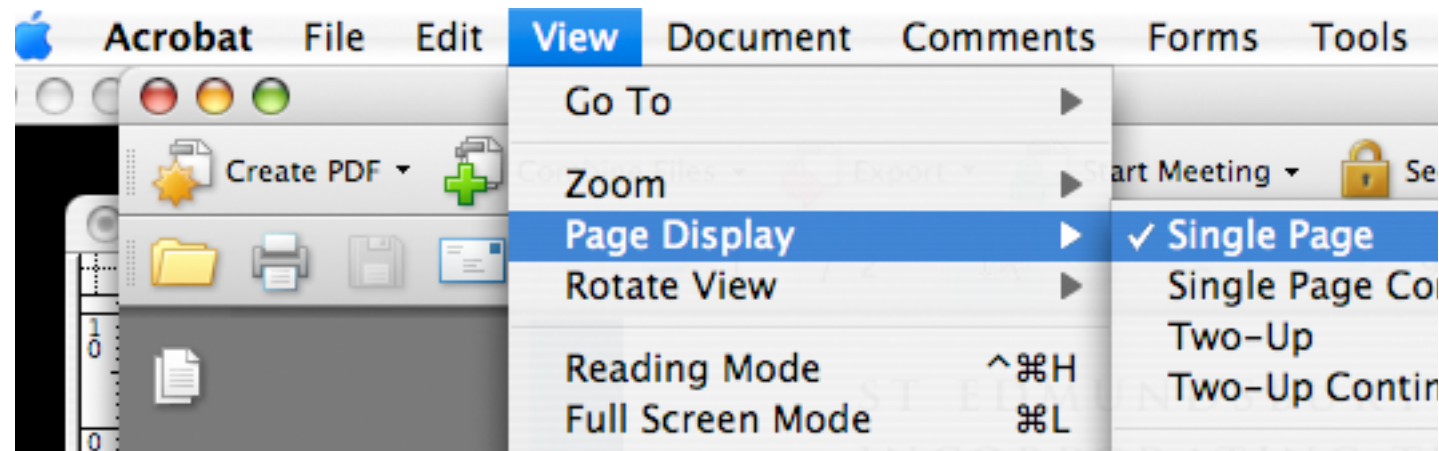
Step 2 - Acrobat Reader: Basic Tools & Navigation

The video may show a page which does not look much like yours. Don't worry. This is because the recording was made on an Apple Mac computer and shows the Professional version of the programme (which creates the PDF's). However the tools are the same as Reader 9.

Hover over any tool (do not click) and a 'tool tip' will show you what each tool/icon does.



Some of the Articles come with notes to aid their completion. These will be displayed along with the questionnaires.
To revert to a single page view, go to the top menu bar Tools > Page Display > Single Page



The next page of this document, offers tips on how to complete the principal form of the 2009 Articles of Enquiry. This page supports the third training video in our series.

2009 Articles of Enquiry

Step 3 - Completing the principal form

Once you download the PDF, save the file to your hard disk. You will probably need to return to in a number of occasions to complete it.

From the two drop down menus at the top of the form identify your deanery and the parish you are completing the form for.

Click in first text box. To move between text boxes use the tab key (the large button to the left of the letter Q on your keyboard).

Other types of entry. Radio button. Click and either or option and the box chosen will show an 'x'.

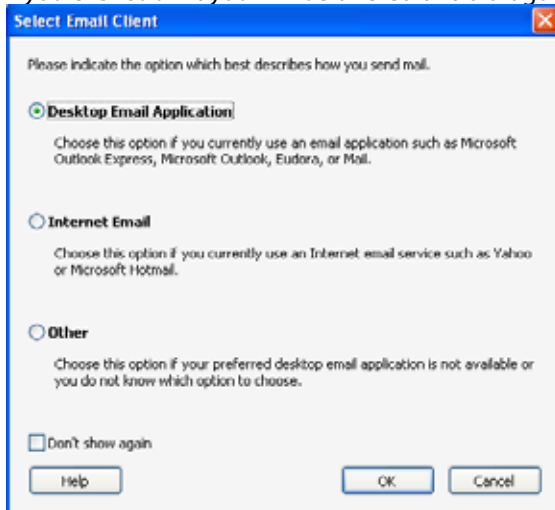
Return to the top of the form when it is complete.

If you require a printed version of the completed form, click the Print button.

To submit click 'submit' button. If you are using Reader 9, the form will be dispatched the next time you are connected to the Internet.

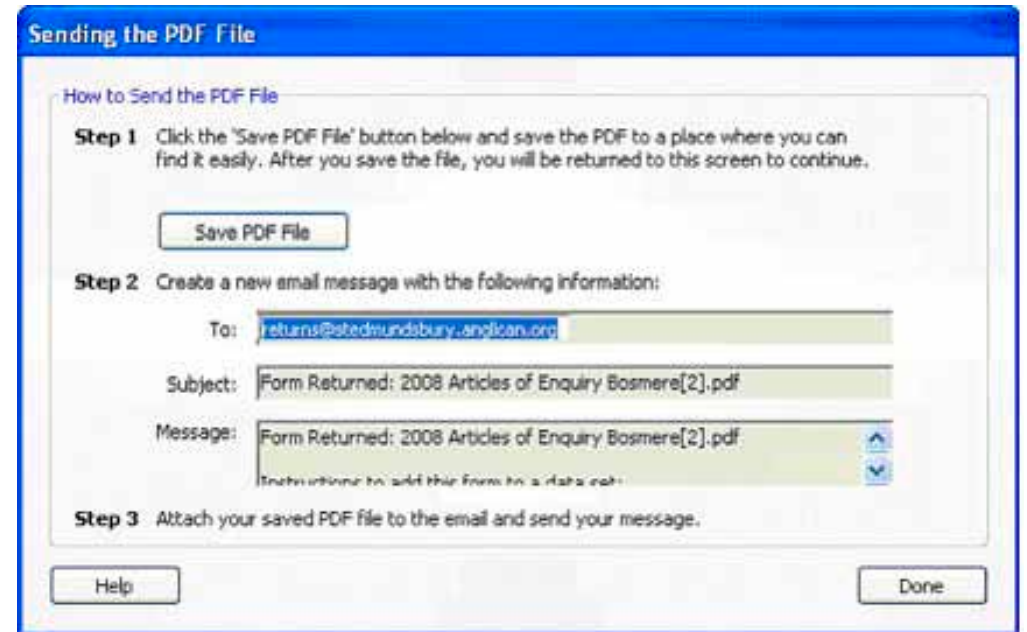
If however you are completing the form with Reader 8 or earlier, will need to complete one more stage.

When you click submit you will be offered this dialogue box.



If you use an Email client (Outlook, Outlook Express, Mail etc) Use the top option and click OK.

If you use the internet to get to a Email website like Hotmail, Yahoo Mail, Google Mail, you need to select the middle option - Internet Email.



Step 1 - If you have not already saved your completed PDF, do so.

Step 2 - Address the return Email to returns@stedmundsbury.anglican.org

Step 3 - Attach the saved PDF and click Done.

END.