

## **Instructions for Fillable Forms**

*Please note that these browsers will not use PDF fillable forms:  
Mozilla Firefox and Microsoft EDGE*

### **To Print the document with the inputted data:**

RIGHT click the browser window to bring up a pop-up menu. Choose PRINT.

### **To Save information in the FILLABLE FORMS, please follow these steps.**

- 1) When the form is ready to be saved, RIGHT click the mouse.
- 2) Choose PRINT
- 3) If the DESTINATION says "Save as PDF" go to step 6. If it does not go to step 4.
- 4) Click CHANGE.
- 5) Choose SAVE AS PDF.
- 6) Click SAVE.
- 7) A pop-up window will come up. If it does not appear in front of the main window, it may be behind it. In that case go to the top right corner of the screen to: "- □ X" .  
Click on the "-" to minimize the main screen. The pop-up window should appear there.
- 8) This window is asking where to save the PDF file. In the smaller half of the window, if not already highlighted, click "DESKTOP". It should be the first of the choices listed.
- 9) At the bottom of the larger side of the window, in the box click and type in the file's name.  
Click the "X" on the right side of the window to close it.
- 10) Go to the DESKTOP, click on the file and it should be saved as a PDF with the data showing. This file can be emailed or a hard copy printed.
- 11) If the data doesn't appear in the saved file, then maximize the browser window again. Click the symbol for the browser that is being used (Internet Explorer, Chrome, Opera), and the online version of the document should be visible. Try the process again.



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Please send ONE check with the form & define its distribution below.

**Contribution Form**

Church \_\_\_\_\_ Check (s) \_\_\_\_\_ Date: \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

Per Capita Contribution \$ \_\_\_\_\_

Shared Giving \$ \_\_\_\_\_

Designated Giving (Total designated giving as defined below) \$ \_\_\_\_\_

**Distribution of Designated Giving (Names & Project Numbers)**

Presbytery of Carlisle \$ \_\_\_\_\_

Designated Project(s)

Project # \_\_\_\_\_ \$ \_\_\_\_\_

Project # \_\_\_\_\_ \$ \_\_\_\_\_

Project # \_\_\_\_\_ \$ \_\_\_\_\_

**Church-wide Special Offerings**

One Great Hour of Sharing \$ \_\_\_\_\_

Christmas (Joy) \$ \_\_\_\_\_

Peacemaking \$ \_\_\_\_\_

Pentecost \$ \_\_\_\_\_

Other \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**Total Church-wide Special Offerings** \$ \_\_\_\_\_

**Other Specific Appeals (Names & Project Numbers)**

Presbyterian Disaster Assistance \$ \_\_\_\_\_

Emergency Relief

Project # \_\_\_\_\_ \$ \_\_\_\_\_

Project # \_\_\_\_\_ \$ \_\_\_\_\_

Project # \_\_\_\_\_ \$ \_\_\_\_\_

Other \_\_\_\_\_ \$ \_\_\_\_\_

**Total Contribution (Check)** \$ \_\_\_\_\_

Checks should be made payable to: Presbytery of Carlisle, and sent to the address above.

Please save a copy of the form for your records.

(Please copy this form as needed or download it at www.carlislepby.org on the Treasurer's page.)