

BLUE MOON FORMS ONLINE

Blue Moon Software offers a FREE Online Tutorial for the Forms Online program directly from our website. The Online Tutorial takes the user on a step-by-step tour of the entire Forms Online program. We strongly recommend taking a few minutes to view our Online Tutorial, especially the section "Printing a Lease."

GETTING STARTED:

To access the Online Tutorial or your Forms Online Account you must have your internet open. Next, go to www.bluemoon.com and select Forms Online Login at the top center of the screen. The Online Tutorial is located at the bottom of the "Welcome to Blue Moon Forms Online" screen.

PRINTING:

Printing questions are our most commonly asked questions. For this reason, we strongly recommend viewing the Online Tutorial which takes the user on a step-by-step tour of the entire printing process. These are the main things to remember when printing:

1. Each form has a specific amount that will be deducted from the forms counter. Different forms have different values and corresponding numbers of copies that should be printed. This information is displayed to the right of each form listed on the screen.
2. Once you have selected the appropriate forms to print, click on "Preview Sample." This feature will allow you to preview the actual forms to ensure accuracy **WITHOUT BEING CHARGED ANY CLICKS**. You can view the sample forms, but you cannot print any sample forms. This feature is purely for proofing purposes.
3. Once you have proofed the forms and are ready to print out the final versions, click on "Print Selected Forms." **THE FORMS COUNTER WILL BE REDUCED AT THIS POINT**. Adobe will launch and the forms selected will be displayed on the screen. Since Adobe automatically defaults to print only 1 copy and on letter size paper, **you will need to manually select the appropriate number of copies and paper size for each print job**. Failure to select the required paper size may distort the text within the form. Since the forms counter is reduced when Adobe is launched, it is important and beneficial to keep the forms displayed on the screen until the selected forms have printed properly. As long as the forms are still displayed in Adobe, you can resend the print job from Adobe to the printer **WITHOUT** having your forms counter reduced further.
4. If you have a technical problem that prevents printing and you have already generated the form in Adobe, save the file in Adobe using the diskette icon. When the problem is resolved, you can open the saved file in Adobe without going through Blue Moon Forms Online or further reducing your forms counter.

QUESTIONS/HELP:

Blue Moon Forms Online maintains a HELP file that is located at the top right in the database. If you need additional help or have any questions, please contact Blue Moon technical support at (512) 322-0999 Monday-Friday from 8:30 a.m. to 5:00 p.m. Central Standard Time or by email at tech@bluemoon.com.