

# Interactive Order Forms FAQ

## Questions:

- 1) [System Requirements](#)
- 2) [How to use the coversheet shortcuts](#)
- 3) [Mandatory Fields](#)
- 4) [How to disable Auto-Complete in Adobe Reader](#)
- 5) [How to add a form \(Basic or Advanced\) \(New\)](#)
- 6) [Order form Navigation using tab and arrow keys](#)
- 7) [How to add another form and delete forms](#)
- 8) [How to add multiple forms at one time \(Also allows creating blank printable forms\) \(New\)](#)
- 9) [How to save your order form to your computer](#)
- 10) [How to email your completed order form](#)

## Answers:

### 1) System Requirements [\(top\)](#)

To fully take advantage of all of the features in these Interactive Order forms you **must have Adobe Reader 8.0, Adobe Acrobat 8.0 or a later version**. These forms will not work correctly with any version of Adobe Reader below 8.0. If you do not have this, download it for free here:

<http://www.adobe.com/products/acrobat/readstep2.html>

### 2) How to use the coversheet shortcuts [\(top\)](#)

Shortcuts help you fill out your forms if certain information is the same on all of your order forms. For example if all of your order forms have the same wood grade and species you can fill in the information once on the coversheet and be able to automatically populate the coordinating fields on the order forms you add.

#### Steps to use these shortcuts:

- a. Check the box to the left of the shortcut at the bottom of the coversheet. This will enable the shortcut and allow you to use it on your order forms.
- b. Fill in the wood species and | or finish options that apply to your order.

**Shortcuts**  
 Check this box, if all the products on all the order forms are the same Wood Species, Grade and Thickness.  
Wood Species  Wood Grade  Wood Thickness   
 Check this box, if all products on all of the order forms are to be prefinished in the same Color & FinishType.  
Stain or RTF Color  Finish Type   
Glaze Color  Glaze Method  Glaze Intensity Level

- c. Go to the order forms that you want to use this shortcut on. In the section that pertains to the shortcut, check the box next to "See Form #1 Cover Sheet for \_\_\_\_". The information from the coversheet will automatically populate this section of the order form.

See Form #1-Cover Sheet for Wood Species & Grade  
Wood Species \*   
Wood Grade \*   
**Finishing Info \***  Unfinished  Prefinished  
 See Form #1-Cover Sheet for Stain Color (or provide below info)  
Stain or RTF Color

### 3) Mandatory Fields [\(top\)](#)

Mandatory fields are indicated throughout the Interactive order forms with a red asterisk \*. You will not be able to email the Interactive order forms using the email button until all mandatory fields are filled in. If you do not know the answer to a particular option please place a question mark (?) in the field and we will call you.

#### Examples:

##### Bill To Info:

Customer # *	<input type="text"/>	Wood Species *	<input type="text"/>
Attention	<input type="text"/>	Wood Grade *	<input type="text"/>
Company Name *	<input type="text"/>		

### 4) How to disable Auto-Complete in Adobe Reader [\(top\)](#)

To prevent data from a previous order from populating your new order form; WalzCraft recommends that you disable the Auto-Complete feature in Adobe Reader.

#### Steps to disable Adobe Readers Auto-complete:

1. In Adobe Reader go to Edit > Preferences.
2. On the left under Categories click on Forms.
3. From the Auto-Complete dropdown choose off.
4. Click OK.

### 5) How to add a form [\(top\)](#)

To add a form, go to the drop down box at the top of the cover sheet (see below). Click on the gray down arrow in this box to view a list of forms you can add (). When you select a form from the list, that form will be dynamically added to your order. You can scroll down or use the arrows from the menu bar to move back and forth between pages / forms. We now have Basic or Advanced versions of some of the order forms. If you know you want a certain version you can choose the Basic or Advanced option before adding the form. You can always change the version by toggling these options on the top each supported form.

The screenshot shows the top portion of the 'E-Z Order Forms' web application. At the top, there are several buttons: 'FAQ', 'Clear Form Data', 'Print Completed Form', 'Resources', 'Save Order Form', and 'Email Completed Form'. To the right, there are radio buttons for 'Basic' (selected) and 'Advanced'. Below these is a 'Select form to add:' dropdown menu that is open, displaying a list of form categories: 'Doors', 'Door & Drawer Front Combined', 'Drawer Fronts', 'Drawer Boxes', 'Drawer Box Inserts', 'Melamine Drawer Boxes', 'Moldings & Miscellaneous', 'Accent Components', and 'Valances and Knick Knacks'. On the far right, there is a button labeled 'Add Multiple Forms'. Below the dropdown, a sidebar shows '# 1' and 'Page 1 of 1'. At the bottom of the sidebar, there are buttons for 'Contact our Customer Support Team' and 'Mandatory Field'. The main content area features the WalzCraft logo, contact information (PO Box 1748, La Crosse, WI 54601, 1-800-237-1326), and a 'Cover Sheet - Must accompany order' notice.

### 6) Order form navigation using tab and arrow keys [\(top\)](#)

- a. To navigate through out the Interactive Order Forms you can use the tab key to move between fields and selection boxes .
- b. Use the keyboard arrows to move between options designated with a circle .

7) **How to add another form and delete forms** [\(top\)](#)

On the top of each form there are two buttons “Add Page” and “Delete Page”. If you click “Add Page” this will add another page of the same form that you are currently viewing. The new form will be added below your current form and the data from the Essential Information fields will populate the form you added.

You can also delete forms from your order. When you click the “Delete Page” button at the top of a form that form will be removed from your order and all of the typed in data on that form will be deleted.

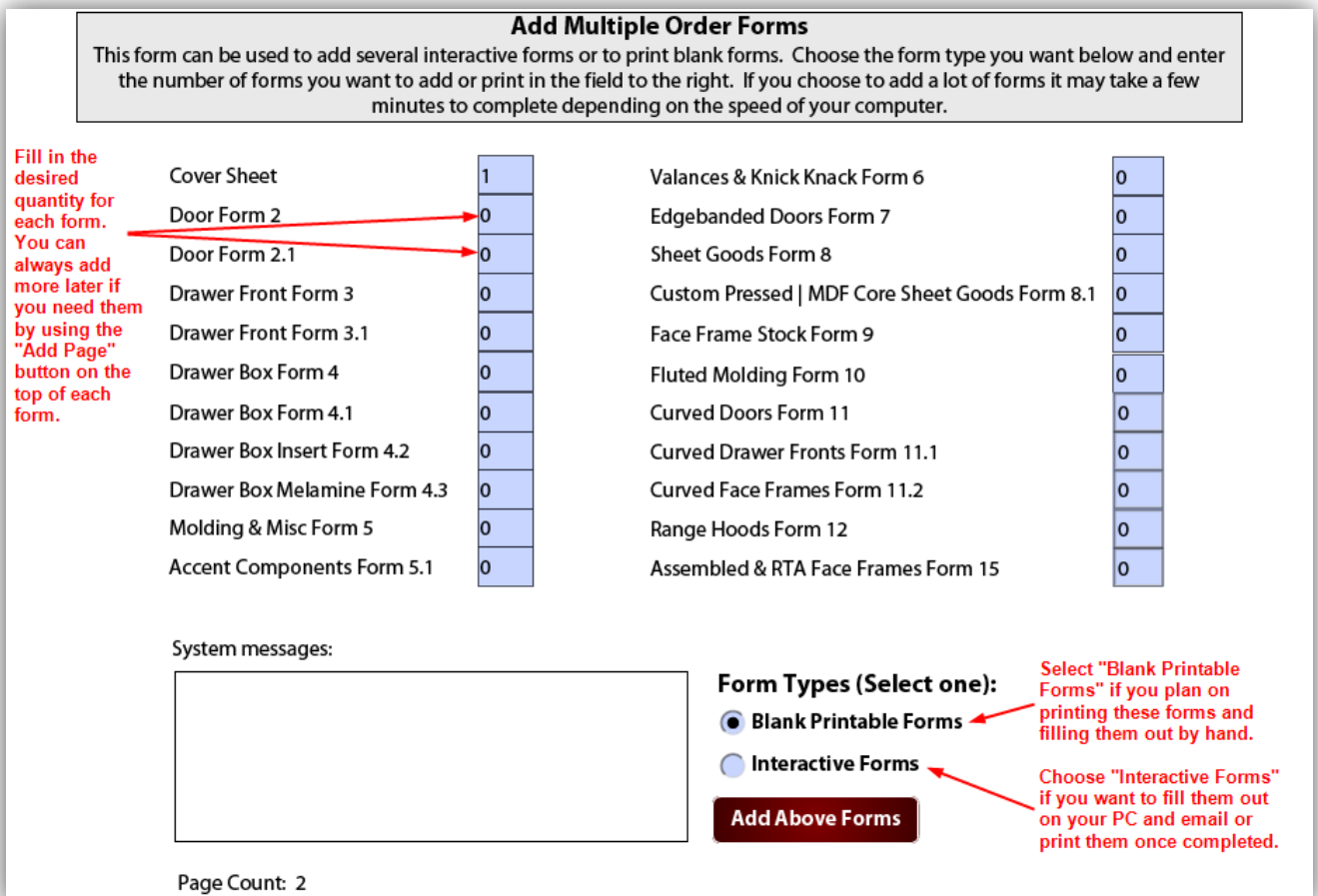
8) **How to “Add Multiple Forms” at one time** [\(top\)](#)

Click the “Add Multiple Forms” button on the top right of the cover sheet (SS1). The “Add Multiple Order Forms” page (SS2) will be added as the first page of the Interactive Order Forms. Choose the type of forms you want and enter the number of forms you want to add or print in the field to the right of each form description (see SS2 for more information).

(SS1):



(SS2):



**Add Multiple Order Forms**

This form can be used to add several interactive forms or to print blank forms. Choose the form type you want below and enter the number of forms you want to add or print in the field to the right. If you choose to add a lot of forms it may take a few minutes to complete depending on the speed of your computer.

Fill in the desired quantity for each form. You can always add more later if you need them by using the "Add Page" button on the top of each form.

Cover Sheet	1	Valances & Knick Knack Form 6	0
Door Form 2	0	Edgebanded Doors Form 7	0
Door Form 2.1	0	Sheet Goods Form 8	0
Drawer Front Form 3	0	Custom Pressed   MDF Core Sheet Goods Form 8.1	0
Drawer Front Form 3.1	0	Face Frame Stock Form 9	0
Drawer Box Form 4	0	Fluted Molding Form 10	0
Drawer Box Form 4.1	0	Curved Doors Form 11	0
Drawer Box Insert Form 4.2	0	Curved Drawer Fronts Form 11.1	0
Drawer Box Melamine Form 4.3	0	Curved Face Frames Form 11.2	0
Molding & Misc Form 5	0	Range Hoods Form 12	0
Accent Components Form 5.1	0	Assembled & RTA Face Frames Form 15	0

System messages:

**Form Types (Select one):**

Blank Printable Forms

Interactive Forms

**Add Above Forms**


Page Count: 2

Select "Blank Printable Forms" if you plan on printing these forms and filling them out by hand.


Choose "Interactive Forms" if you want to fill them out on your PC and email or print them once completed.

## 9) How to save your order form to your computer [\(top\)](#)

For your convenience you are able to save your completed or partially completed order form to your computer.

Simply click  the button on the top of the cover sheet form #1 to save your order form. To save your order form in Adobe Reader go to “File” click “Save” and choose a destination to save the form.

## 10) How to email your completed order form to WalzCraft [\(top\)](#)

Emailing your order form becomes easier with the use of our Interactive Order Forms. If you have an email client like Microsoft Outlook setup on your computer all you have to do is click the  button at the top of the Order Cover Sheet Form #1. This button will open up an email addressed to WalzCraft and will attach your order form to the email. All you have to do is verify the information and click send.

If you do not have an email client installed on your computer you can still email your order form. To attach your order form to an email.

- d. Save your order form to your computer
- e. Create a new email message using your email application (aol.com, yahoo.com, hotmail.com, google.com etc)
  - i. Address this email to [CustomerSupport@WalzCraft.com](mailto:CustomerSupport@WalzCraft.com) .
  - ii. In the subject line please type in “WCI Customer #: <your customer number> Order Form”
  - iii. Click send