

The monthly report is now available in Adobe Acrobat (pdf) format!

You can still print it out and fill it out by hand or on a typewriter, but the better way is to fill it out in Adobe Acrobat (or Adobe Acrobat Reader), and print it. You can also save the completed form and e-mail it to us if you have Adobe Reader version 7 or later and are using the “version 8” form (it has the save in Adobe Reader feature turned on) or the full version of Adobe Acrobat

There are a couple of issues that need to be brought to your attention if you use this form. First, if you are using the “version 8” form, you will need Adobe Acrobat version 7 (or later), or Adobe Acrobat Reader version 7 (or later). If you are using the “version 5” form, you will need either Adobe Acrobat or Adobe Reader version 5 or later. If you have an earlier version, you can try to use it, but it may not work. If you don’t have Adobe Acrobat — or don’t have a current version — Adobe Acrobat Reader is a free download from Adobe. It is available at [www.adobe.com](http://www.adobe.com).

### **General Printing Instructions:**

If you are going to print this form to send to us, it must be printed back-to-back and in the proper orientation. The proper orientation is as follows: If you look at the page that has the two 5.5" x 8.5" columns, where the right-hand column starts off “Monthly Report” and the next line is “\_\_\_\_\_ Chapter No. \_\_\_\_\_”, and flip the page over horizontally, the top of the back page should be on the left-hand side. Another way to check is by looking at where the chapter number is located, they should be back to back in the same corner. If you have any question, look at the forms we sent you.

### **E-mailing the report:**

Now that I have completely discouraged you from printing the report and mailing it to us, I have some good news. It is now possible for uses of Adobe Reader version 7 (or later) to complete, save and email the report. Unfortunately, you need either Adobe Reader version 7 or later or the full version of Adobe Acrobat in order to save the completed form. If you are using an earlier version of Adobe Reader, you cannot save the form; so, you will not be able to attach it to an e-mail to send it to us. If you are able to save the completed form, it can be sent to [membership@oesca.org](mailto:membership@oesca.org).

There are other alternatives that can also be used in getting a completed form to us. First, there are programs that work like printers that allow you to “print” the information to a graphics file. Some of these programs are available for free. The monthly report could be completed in Acrobat, then printed to a graphics file. That file could then be attached to an e-mail and sent to us. A second method to be to use a program like Symantec’s WinFax, which allows you to send a receive faxes on your computer. This program also functions like a printer, allowing you to “print” a file and send it as a fax. If you can do this, the report should be sent to our fax machine at (714) 986-2385.

### **Filling out the report by hand (or typewriter):**

If you are not willing to deal with the printing issues, you can certainly fill this form out by hand or on a typewriter. There is only one small issue. The “total number of members at end of this period” is calculated by Acrobat. Unfortunately, if there is no information in the field used to calculate this value, a zero is automatically placed in that field. So, you will need to white out or cross out the zero when completing the form by hand (or typewriter).

I tried to hide the field when the value was zero, but I had no luck. If there is someone who is more familiar with Adobe Acrobat or Java Scripting than I am, who can come up with a solution, I will be glad to fix this. If you would like a copy of this form without the automatic summing, please let me know, and I can send one to you.

There is a version of the form (there is a reference to “manual totals” in the name) that eliminates this problem.

### **Filling out the report in Acrobat:**

If you click anywhere there is an underline in the form (except next to “Total number of members at the end of this period”), you will get an insert cursor. Actually, any time the cursor moves over a field, it will change from the standard (for Acrobat) “hand” to an “I-bar” cursor.

Once you have clicked in a field, you can start typing. To go to the next field all you need to do is press <Tab>. To go to the previous field, press and hold <Shift> then press <Tab>. If you will start filling out the form at the Chapter Name, you can press <Tab> and cycle through all of the fields. You can also use the mouse to move from field to field.

### Data Restrictions:

**Numbers** (gains, losses, member numbers) are displayed as integers, if you enter a decimal, it will be rounded.

**Area Codes** are restricted to three digits.

**Telephone numbers** can be entered with or without a separator, they will be displayed in the format xxx-xxxx.

**Dates** must include a four digit year. It appears that just about anything can be used as separators — including spaces. They will be displayed in the format m-d-yyyy.

The exception to this is the **Date of Demit** for affiliated members. Because you must be able to enter “Dual” or “Plural”, if necessary, this field is unformatted text. If you enter a date, please use the format m-d-yyyy.

### Miscellaneous Notes:

The chapter number on the front and back are linked, if you change one, the other will change.

The “total number of members at end of this period” is calculated based upon: the “number of members as of previous month’s report”, total gains, total losses. You do have to enter these numbers, the form does not pull them automatically.

If you have additional names in a category and are emailing the form, please include the names and all of the appropriate information in another computer file, and send it along with the form. The file can be in any of the following formats: text (txt); Word; WordPerfect; Acrobat (pdf); or Rich Text Format (rtf). I guess you could even use Excel or QuatroPro files also. If you are going to use a file type other than these, please let us know before hand so that we can verify that we can open the file.

If you are e-mailing the form, please type your name on the signature line. No chapter seal is necessary.

Do not forget to fill in the Chapter Name, Chapter Number, and Month the report is for. It won’t count as being filed, if we can’t identify who it is for.

You may want to save the file under a new name for each month or print a copy of your records, so that you have the information also.