

Helpful Hints to Forms on the Nebraska Supreme Court Website

PDF Printing Tips for Nebraska Court forms

Using online resources

- The Nebraska Supreme Court Website offers many forms and instructions for people to use to navigate court processes.

The information included in this presentation is intended to help you use these resources most effectively.

- Occasionally people have trouble completing, saving or printing the PDF forms on the website.

Common problems

- Often problems using forms on the Nebraska Supreme Court website are traced back to the program being used to open forms, outdated versions of Adobe or Word, or printer drivers that have not been updated to the newest versions.

Use Adobe Acrobat

- The forms on the Nebraska Supreme Court website are created using Adobe Acrobat.
- The best program to view and fill in these forms is Adobe Acrobat Reader, a free program that can be downloaded to a PC or a Mac.
- The Master Forms List webpage (<https://supremecourt.nebraska.gov/forms>) includes a link to download the most recent version of Adobe Acrobat Reader <https://get.adobe.com/reader/>.
- Using other PDF viewers to open Nebraska State Court forms may disable some of the features or block some fields from being completed.

- If you are using a browser such as Chrome, Firefox, etc...,
 - Many browser companies (Chrome, Firefox, etc.) have their own .pdf viewer/creator programs. These programs may not recognize the programming and features included in the forms on the Supreme Court forms page created with Adobe Acrobat Pro.
 - You may have to change the settings so that the forms don't open in the browser company's own .pdf viewer/creator program.
 - The settings are found in varying locations on the browser's settings and are different for each company.
 - There is a separate presentation that provides instructions for downloading Adobe Acrobat Reader and on changing the settings on some of the more common browsers.

The problem – Lines through the text

- In some instances the lines behind a “multi-line” text box appear to be going through the text instead of printing below the words.
 - This might appear that the statements typed in are actually being crossed out.
 - This does not happen to everyone, and it is often the result of one of the reasons mentioned on the previous page.

The solution

- A check box was added that will eliminate the lines when the information is being typed in.
 - There is a corresponding check box that will allow the lines to reappear or remain if a form is being printed so the answers can be handwritten.
 - The form default is to have the lines visible when the form is opened.

On forms using this technology you will see this:

- Printing the form and handwriting the answers.
- Completing the form electronically.

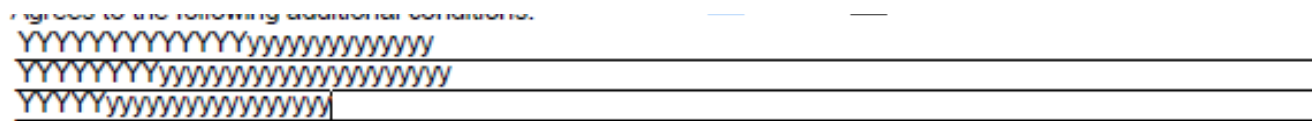
When the “Printing the form...” box is checked will give the result of this:



When the “Completing the form electronically.” box is checked will give the result of this:



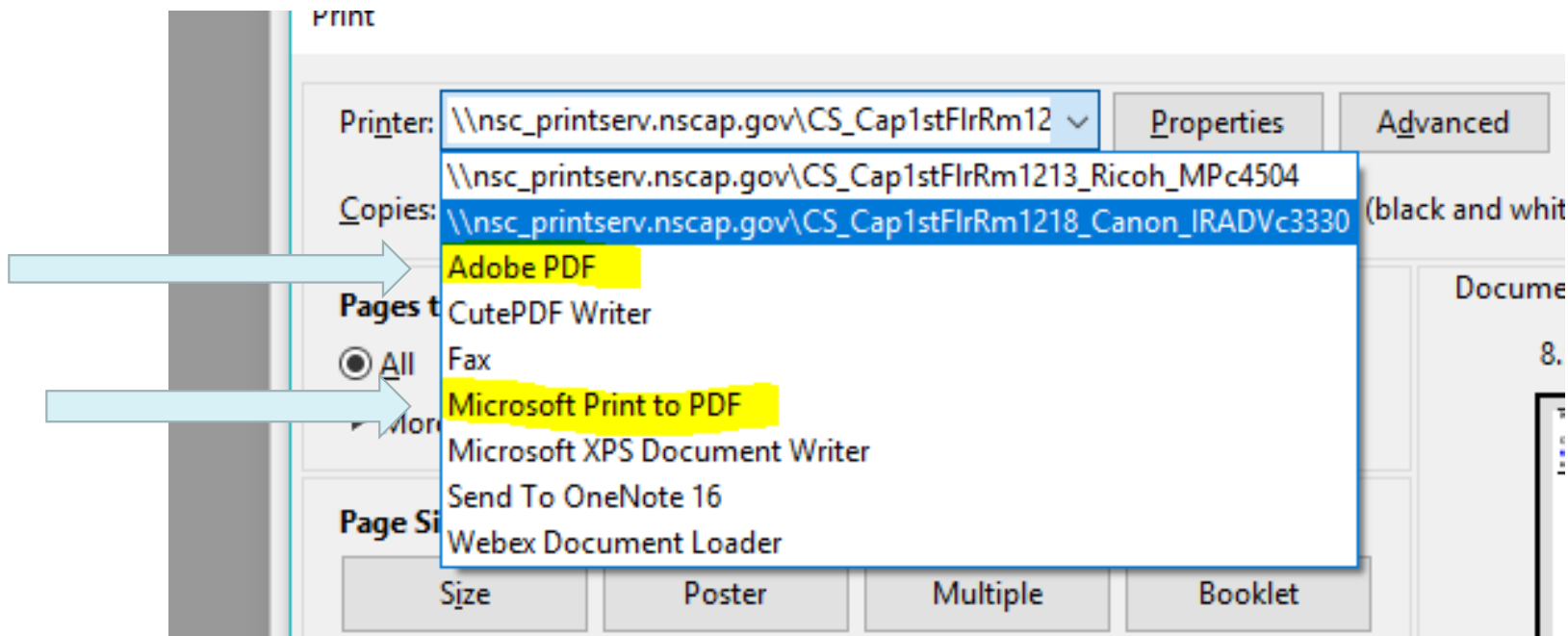
If you do not check the “Completing the form electronically.” box, but still type in the answers, the words may still line up to be visible without the lines appearing to strike through them.



The option box will not print on the forms.

- One of the printing solutions used is to choose the printer option of “Adobe PDF” or “Microsoft Print to PDF”.
 - This will produce a separate .pdf document that you can save to your computer.
 - The result should contain all of the information you entered into the original fillable form.
 - It will no longer be a fillable form, but an image of what you completed.

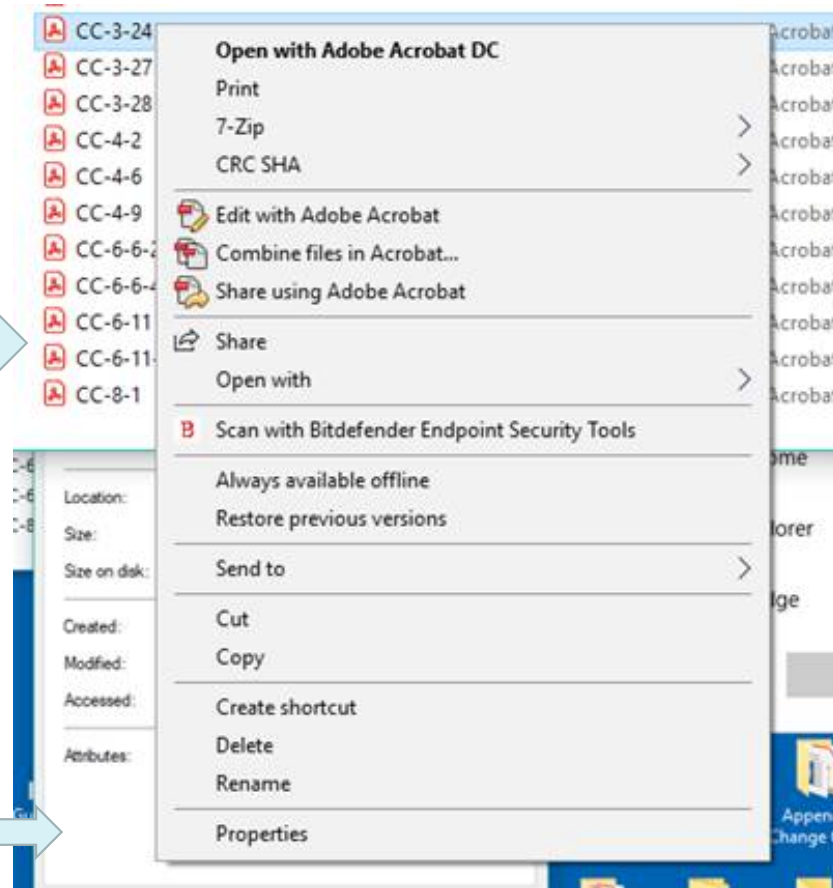
Examples.



- There is a way to ensure you are always opening this type of file in Adobe Acrobat.
 - It is better to do this AFTER you have changed the browser settings.
 - Right click on any PDF you have on your desktop or in a file.
 - Choose “Properties” at the bottom.

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A .pdf should have an icon like this.

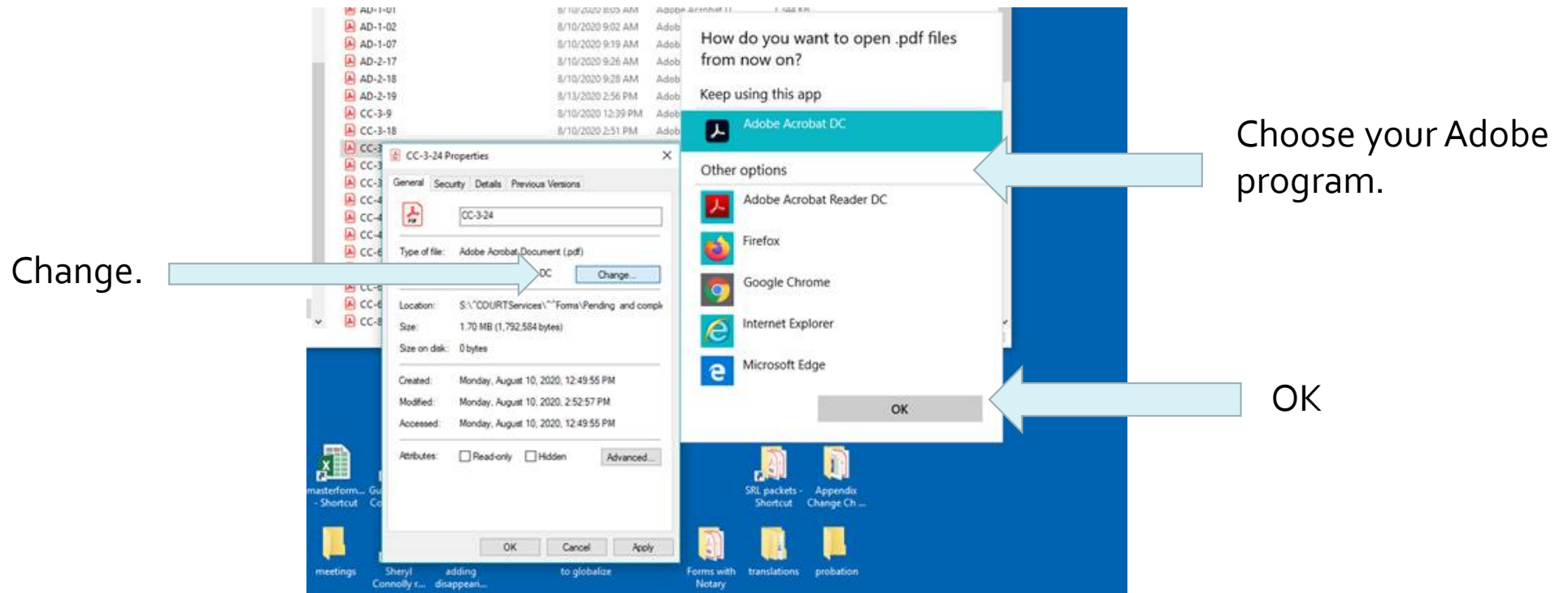


Properties.



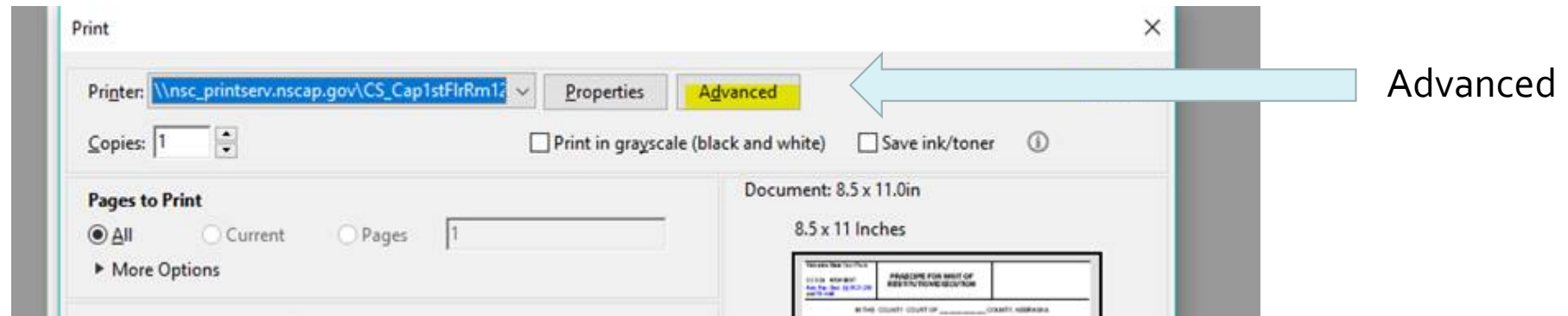
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- In the Properties, choose “Change.”
- Choose the Adobe program you have in the box that comes up.
- Click on “OK”.
- This will prompt the .pdf files to open in Adobe.



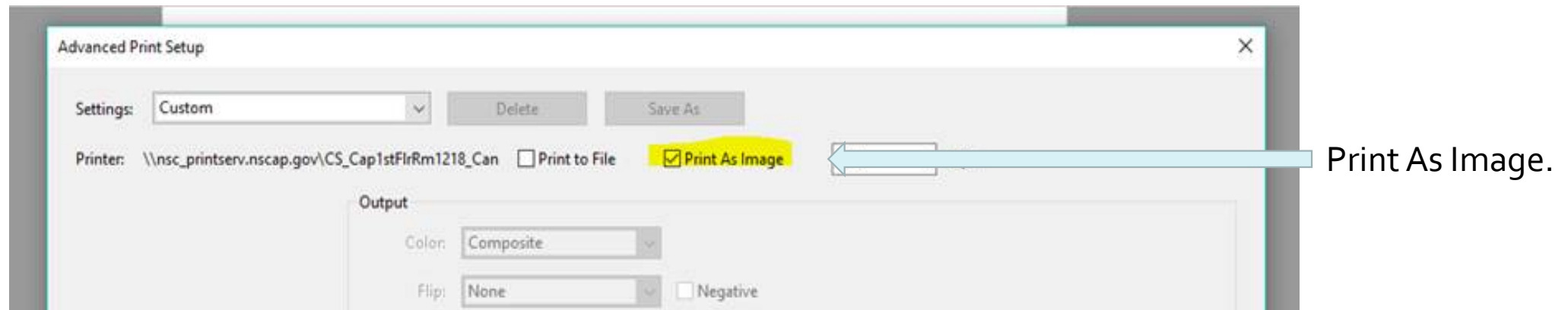
- There is a printing option that may assist with forms that although they appear correct on the screen, might be missing information when printed (most commonly happens when using a MAC for some reason).
- On the Print box that comes up:
 - Choose advanced:

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- On the advanced page:
 - Check the “Print As Image” box.



NOTE: This may not always work, but we have seen some success with it.