

# Pennington County 4-H Members Record

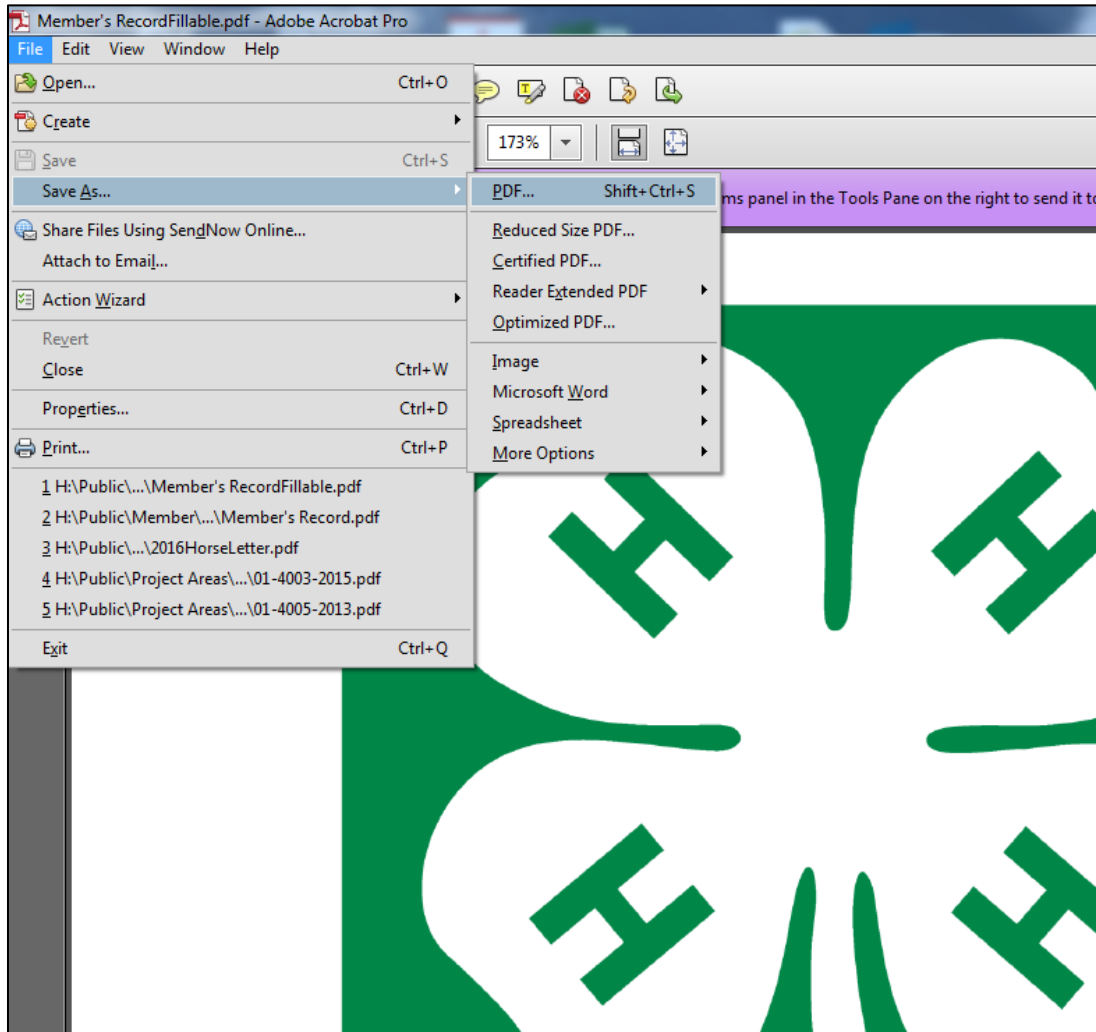
How to save entered information

Please note: You will need at least adobe reader to be able to enter information. Adobe reader is available for free here: <https://get.adobe.com/reader/>

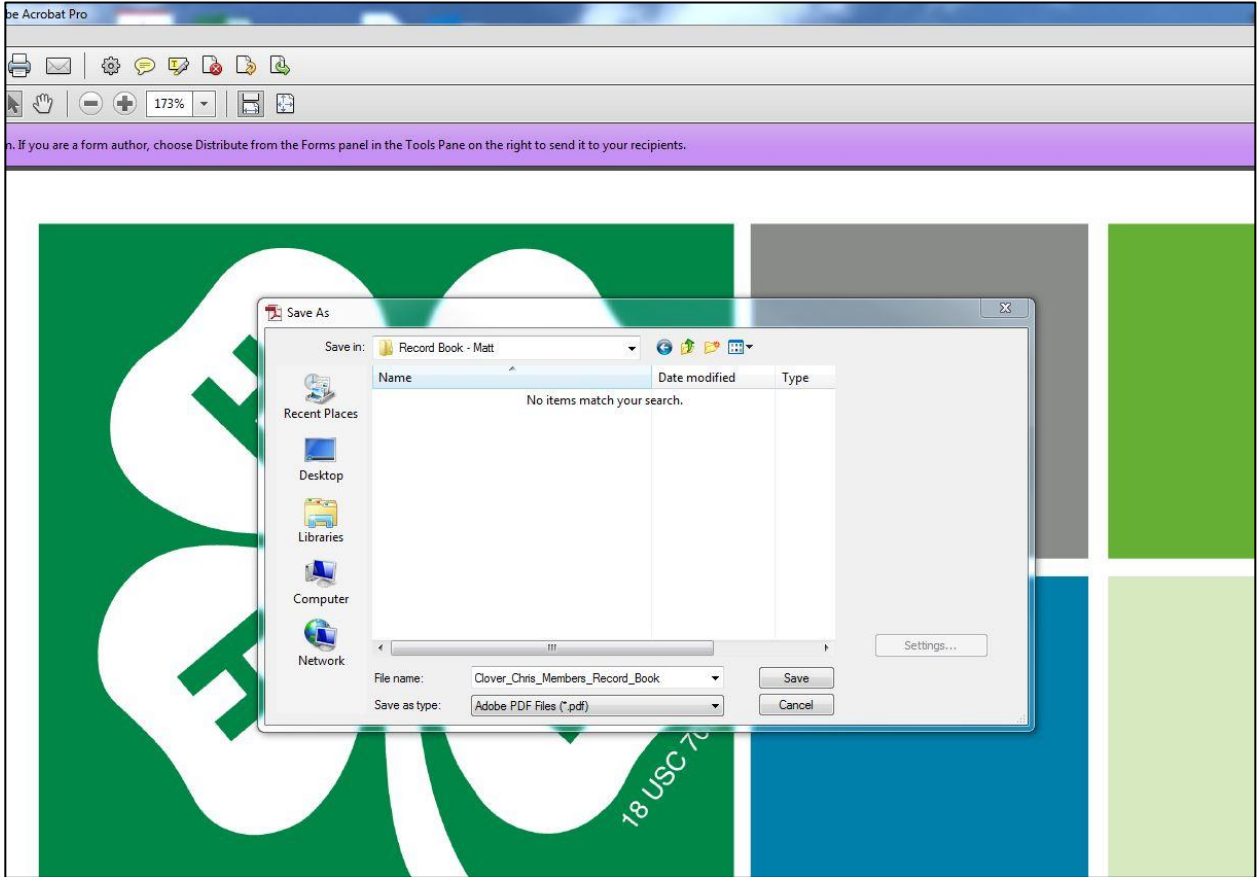
- 1) Open the Pennington County 4-H Members Record, Journal or 4-H Story Fillable format on the Pennington County 4-H webpage.

**Screen cap of location**

- 2) In the top left hand corner of the program you will see "File" Click and select "Save As – PDF"



- 3) Select where you wish to save the record book.
  - a. It is suggested that you create a folder for each 4-H member in the family.
  - b. Name the Record Book file as something that is clearly distinguishable.  
Record Book Example: "LastName\_FirstName\_RecordBook.pdf"  
Project Journal Example: "LastName\_FirstName\_2015-2016\_Rabbit\_Journal.pdf"



- 4) Type in the members Name on the First Page and click the save icon.

Members\_Record\_Book.pdf - Adobe Acrobat Pro

Window Help

Tools Comment S

Page 1 of 2 173%

Highlight Existing F

Put the following form. If you are a form author, choose Distribute from the Forms panel in the Tools Pane on the right to send it to your recipients.

# Pennington County 4-H Member's Record

Name : Chris Leaf Clover

First Middle Last

Home Address: \_\_\_\_\_

Street City State Zip Code

Home Phone Number: (\_\_\_\_) - \_\_\_\_ - \_\_\_\_\_ Cell Phone Number: (\_\_\_\_) - \_\_\_\_ - \_\_\_\_\_

Boy:  Girl:  | Number in Family: \_\_\_\_\_ Brothers: \_\_\_\_\_ Sisters: \_\_\_\_\_

Name of Parent (s) or Guardian (s): \_\_\_\_\_

- 5) Close the program.  
6) Re-open the file. If the name has saved you are good to go and complete the record book.  
7) Remember to periodically save your progress!

*Please note that the record book is designed to print back to back. That is why the margins alternate sides.*