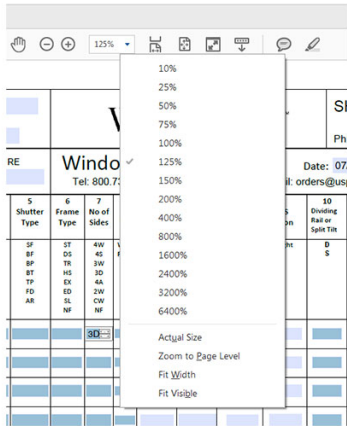July 7, 2016

**Procedures on how to use the 2016 Interactive PDF Order Form:**

1) Depending on your monitor screen size you may need to zoom in to be able to see the form clearly since the forms layout are max out to the limit. **Zoom to 125% or 150%**.



2) **List Box Drop Down Selection**

| **A.** You can use the list box or type it in | **B.** Select the option from the list box drop down. | **C.** Mouse click inside the list box to activate your selected option. |
|---|---|---|
|  |  |  |

**3) Reset & Help Button**

Reset Buttom = will reset the row.

Help Icon Button = will show the legend



**4)  Customer Service Button (NEW)**

All these Interactive PDF forms will go directly to orders@uspolymersinc.com and whoever is handling & reviewing the order form data for accuracy will now be able to reply immediately to the customer by pressing the CS button (top left corner of the form) and can add some comments or correction to the form before sending it back to the customer.   This way the customer will not be in limbo whether we receive it or not provided that they input their correct email address in the form



**5) Attach Image Button (NEW but optional only)**

**Mouse click the image box to bring up the file explorer, mouse click "Browse Button" to specify the image location.**

1) **Select the file extension of the image you want to attach, example JPEG.**
2) **Select the file folder.**
3) **Select the filename of the image.**
   **Select the OPEN.**
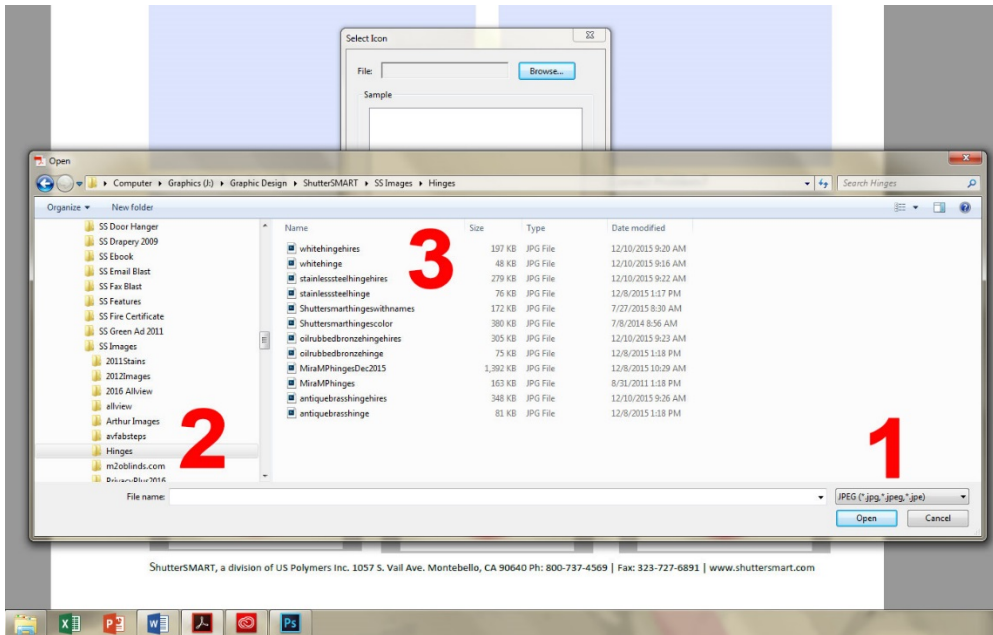


**Select OK to attach the image.**