

**INSTRUCTIONS FOR COMPLETION OF DD12S FOR CRH/RESPITE/AC
IN MICROSOFT WORD FORMAT**

FIRST, SAVE THE FORM TO YOUR COMPUTER.

To Complete The Header:

1. Type in the "Participant Name"
2. Hit "Tab" button.
3. Type in "Service Coordinator Name"
4. Hit "Tab" button.
5. Prov Name
6. Hit "Tab" button.
7. Month/Year
8. Hit "Tab" button.

- **Remember to hit the "tab" button after you type info into each field. If you do this, the info from the first page will automatically be entered on the rest of the pages.**

Summaries:

You can now type in as much info as you need to. However, this may result in a box being "bumped" to the next page.

To fix this:

1. Click "View" on the toolbar at the top of the screen.
2. Click "Toolbars"
3. Click "Forms"
4. Click on the padlock icon.
 - This will allow you to delete a table, as well as adjust the spacing so the pages stay in the proper format, i.e. your boxes do not start on one page and finish on the next.
 - **AFTER YOU DELETE ANY TABLES AND/OR ADJUST THE SPACING, BE SURE TO CLICK THE PADLOCK ICON AGAIN.**
 - This allows the headers, check boxes, etc. to continue to work properly.

To delete a table:

1. Select the table you wish to delete.
2. Click "Table" on the toolbar at the top of the screen.
3. Click "Delete"
4. Click "Table"