

## Fillable Reservation Form Instructions

Today's date is filled in on the form automatically when you open it

Fill in the applicable fields on the form (highlighted in light blue) using your computer keyboard

When finished filling in the form, click the printer icon at the left end of the toolbar on the upper portion of the document screen. This will open a print window.

Open the drop down menu at the upper left corner of the print window

Select the printer:

- If you wish to print the form in hard copy, select a printer or simply leave the option as is which should be your default printer
- If you wish to create a copy of the form to email, look for a pdf driver as one of your print options and use that. Many computers have a preinstalled driver such as "DocuCom pdf Driver" or you may have Adobe or some other pdf creation software installed. This will allow you to "copy" a filled in pdf version of the form to your computer for emailing to Reservations. This newly created pdf file can be saved to your desktop or other file location on your computer.

Send the completed form the Front Desk per the directions at the bottom of the form.

Note: If you do not have a pdf print driver installed, you will have to hard copy print the form and use it to fax, scan or mail the form.