



CONCORD PIECEMAKERS

TECHNICAL SUPPORT FOR PDFs & E-SUBMISSIONS

These are instructions for sending the entry forms, boutique forms, and photos electronically without using a printer or scanner. You will be typing directly into the PDF form.

First, open the Entry Form pdf icon at the bottom. When you open the pdf icon, you see it as the Adobe form.

MAC Users: If you are a Mac user, continue with these instructions.

1. To the far left, close "All Tools" by clicking your cursor on the "X" to the right of the line saying, "All Tools". Now you see the whole document.
2. Look to the left for the vertical box with the blue arrow at the top.
3. Move your cursor down the vertical box to the little box with the "A" inside, click on it, and it will turn blue and say, "Type text". Then move your cursor to the "First Name" line, press your mouse or track pad twice.
4. A rectangular box shows up on the line, and it says, "Type text here".
5. Type your name in the box. DON'T TAB, just move the cursor from line to line pressing your mouse or track pad and typing.
6. When you have finished filling it in, and signing and dating it, go to the File menu at the top of your screen and click on "Save As". Change the name of the document from "CPM 2026 Quilt Show Entry Form" to the title of your quilt and save as a pdf to one of your files. Note which file.
7. Send an email to Carol Duff and attach your updated entry form (PDF file), your boutique form (PDF) as applicable, and your photo of the front of your quilt (and back, if applicable).

PC Users: If you are a PC user, continue with these instructions.

1. Go to the Tools tab and select Fill and Sign.
2. Enter any Specialty Categories with an "X" next to the name.
3. When you have finished filling it in, and signing and dating it, go to the File menu at the top of your screen and click on "Save As". Change the name of the document from "CPM 2026 Quilt Show Entry Form" to the title of your quilt and save as a pdf to one of your files. Note which file.
4. Send an email to Carol Duff and attach your updated entry form (PDF file), your boutique form (PDF) if applicable, and your photo of the front of your quilt (and back, if applicable).