Instructions for filling out Emergency Info Kit Forms

1. Open the PDF file (requires Acrobat Reader)
2. Save the document to your local computer using a different file name. Include a date in the new name so you can tell how long it's been since you last updated the information.
3. For the medical history form, include your initials and the date. An example filename would be ***MedHist-DEM-04-25-2012.pdf*** . This will allow you to save separate versions for you and your spouse, and to know how long it's been since you updated it. Save a separate copy for your spouse.
4. Open the renamed document and tab from field-to-field filling in the information as appropriate. Tab to move ahead. Shift-Tab to move back to the prior field. You can also use the cursor to select any field.
5. Date fields are in the format MM/DD/YY or in a few places, MM/DD/YYYY. Type the slashes. If you don't use this format, it will prompt you to correct the input.
6. Telephone numbers should include the area code.
7. Description fields are a fixed size. If your input is too long, you'll have to either edit it to fit, or use a 2nd line to continue the information. If additional detail is important, say something like "see Note 1 on back" and hand write your additional information on the back of the page after you print the document.
   On the itinerary form, the fields for Campsite Name and Address are multiline.
8. If you have more things to list than there are rows, use the last row to say "see additional info on back" and hand write the additional listings after you print.
9. When you've completed the data entry, save the form and print copies as needed.

   Of course, if you prefer, you can print the blank form and fill in your information by hand.
10. Before leaving on a trip, check that your information is current. Prescriptions dosages often change. New ones are added. One replaces another. Itineraries always change. Keep the information up to date.

Why type the form rather than fill it out by hand?
First it'll be easier to read if you type it. Second, when you update, you can just edit the form, rather than redo the whole thing, or try to erase.

A plug for Evernote: If you're using Evernote, add each of your completed forms to a separate note. If you need to edit a form, simply open the PDF from Evernote, edit, and save. The new version will be stored in Evernote automatically. If you're not already using Evernote, I highly recommend it.

You may download forms from http://www.danemayer.com/forms.htm