



Build-Your-Own

Word Search

INSTRUCTIONS

Please see the attached **General Fillable Instructions and FAQ** document for more specific info and troubleshooting options.



CLICK TO WATCH A VIDEO TUTORIAL:

<https://youtu.be/4RHjnppdOpY>

- 1. Open** the word search template in **Adobe Reader**.
- 2. Enter desired title information.** All text will automatically copy to the other side of the page--it's only necessary to enter it once.
- 3. Type your word list** in the bottom columns of the page, hitting the enter key between each item. Keep search terms to fewer than 25 characters.
- 4. Enter your terms into the grid**, either as you create the list, or after your list has been created.

TIPS:

- Use the TAB key to quickly move through the grid from left to right.
- For multi-word terms, leave out the spaces and enter them as one long word.
- Be sure to spread words around the puzzle and add a variety of directions--horizontal, vertical, diagonal. For extra challenge, enter some in reverse order.
- Check your spelling.

5. Before filling in the excess spaces, **keep a copy of the grid with only the words** (no filler letters) as an answer key. You can do this by "Save As..." and renaming the file appropriately to distinguish it.

6. Fill in the remaining spaces with random letters. It helps to skip around and work through the alphabet several times until all of the excess spaces are filled.



How to edit a fillable PDF:

Open the PDF in Adobe Reader*, click on the fields and start typing (or browse for your image, if it's an image field).

Please see the following pages for an FAQ and troubleshooting issues that might arise.

*Editing PDF in other PDF readers (such as your browser's reader or Preview) can result in formatting issues and general annoyingness. Don't do it! Mac users: You may have to redownload the file and make sure you don't let it open in Preview.

FAQ

How do I get Adobe Reader?

If it's not already installed on your computer, you can get it for free at the following website:

<https://get.adobe.com/reader/>

Just click "Install now" and it will give you further instructions. [HINT: be sure to uncheck the optional offers for McAfee if you don't want extra unrelated software installed on your computer.]

How do I open the file in Adobe Reader?

Just find where you saved it, then right-click on the file and choose "Open with" and Adobe Reader. Often it'll already be your default program, so you can just double-click on it. You can also open Adobe Reader first and then open the file within the program by clicking File > Open, and browsing to where you downloaded it.

Where can I add my text?

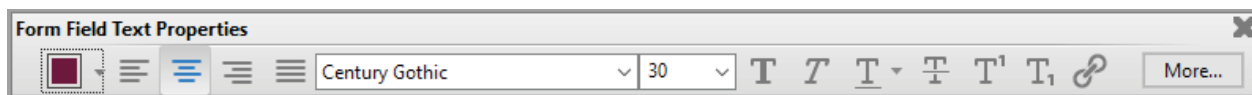
You will see blue highlight boxes where text can be inserted. Sometimes they have placeholder text that you can delete, sometimes they are blank. The blue highlight boxes do not print.

I hate those blue boxes--how can I make them go away?

The boxes are there to guide you, but if you find them annoying, go into **Preferences** (under **Edit**) > **Forms** and change the **Highlight Color** preference. Just remember that you will not see them on future documents either, so you might need to turn them back on.

Can I change the font/color/size?

Yes! Any of the text that you have entered can be edited. Design elements that are part of the template remain as is. Select the box you want to enter, and hit **Ctrl/Cmd+E**. A menu like the one below will pop up. This is a great way to adjust the font size to fit the space better depending on your text. [NOTE: If you totally delete the text in a field, you can't retrieve the font again unless it's installed on your computer. To resolve this, either copy and paste it from another field or install the font.]



How do I get rid of the little black boxes with plus signs in them? ➕

You may come across overflow indicators at the edges of text fields. Unlike the blue highlight boxes, they *will* print! These show up when the font is supposedly too large or too much for the space. They can show up even when your word(s) are fitting just fine, depending on the font. To remove the indicator, go into **Edit > Preferences** and uncheck the box that says “Show text field overflow indicator.” Otherwise, these symbols will print!

Help! I had this printed somewhere and the font is different!

The font you choose might not be available if you print on a different computer than the one on which you edited. If printing from a copy center/outside printer, you will want to ask them for a preview and/or **do a test print** (always a good idea). Some fonts embed themselves automatically, some do not. Just be sure to inquire first, otherwise a placeholder font will replace what you have chosen, and it might not look good. It’s happened to me!

My picture doesn’t fit the space, so it looks weird. :(

Unfortunately, there are limitations on the image options that can be incorporated into a PDF template. The image you place into the box will retain its original ratio and shrink to fit the box. If you’d like it to fit better, you’ll need to crop the image first, using photo editing software or an online tool such as BeFunky (www.befunky.com/features/crop-photo—it’s free and easy). Template instructions will typically include the ratio that fits the boxes so you can crop your pictures accordingly. If your image is too small, it will not stretch to fit the space. This is intentional so you don’t end up with low-quality, pixelated photos in the final printing.

More questions? Contact me through Etsy and I will try to help! Be sure to do the practice sheet to see if you come across any glitches. Unfortunately, every computer seems to have its own personality, so from time to time problems arise that other people don’t encounter. Let’s try and resolve them.

