Full Video Transcript with Description:

Opening and Filling Forms from the Central Forms Repository – English

Video Length: 04:01 minutes

[video opens with a shot of a laptop displaying the video's title on its screen, followed by a mouse cursor clicking a button that says 'PDF Forms']

[upbeat music begins]

[images of the Central Forms Repository website home page, the Form Profile page for the Application for Accessible Parking Permit, and the online submission page for the Application for Accessible Parking Permit are displayed, demonstrating user navigation]

Narrator: This tutorial has been developed to assist you with opening and filling PDF forms from the Central Forms Repository. The Central Forms Repository, or CFR, provides PDF forms that may be downloaded to your device, as well as links to forms that can be filled out online, where available.

The best experience is to link to a web form and fill it out electronically. Note: not all forms have web versions.

[the screen displays the Form Profile page for the Residential Tenancy Agreement]

Take a look on the form's Profile Page to find the option that is marked 'online' with the 'Access Link' button. If an online form is not available, you can download a form as a PDF file and fill it in using Adobe Acrobat Reader.

[the screen shows an error message]

If you click the browser's open file button or link, the browser may try to open the PDF form online, which is not supported. When this happens, you may get an error message like this, advising the PDF viewer won't work.

We recommend skipping the browser in this case and opening your downloaded form from the Central Form Repository. Here's how: Step One, find your preferred form. We're using the Residential Tenancy Agreement as the example.

Let's get started!

[the CFR home page is displayed, and the search field is filled in with 'Residential Tenancy Agreement'; once the form is selected, the Form Profile page is shown and the file is downloaded]

Use the text field to search for your preferred form and click the magnifying glass to submit. Locate the form based on your search results and select the form's homepage.

Step Two, downloading the form to your device. Once you have located the preferred form, select the download button, wait while the file downloads.

[the screen shows a cursor navigating the machine's File Explorer, locating the PDF form for Residential Tenancy Agreement in the Downloads folder]

Step Three, retrieve your form from the download's folder on your device, using the file explorer on your device. Navigate to the downloads folder. Open the downloads folder and find the recently downloaded PDF. Do not double-click the file. It may not open with Adobe Reader. Stay tuned, we'll show you a better way.

[the cursor is shown right-clicking on the PDF file and selecting 'open with', then the 'Adobe Acrobat Reader' application is selected]

Step Four, open your form using the right-click menu. Now that you've found the PDF, right-click on it to reveal the actions for opening the file. Select the Adobe Reader available. Please make sure you always have the latest free version of Adobe Acrobat Reader.

We'll show you how to do this, next.

[the screen displays the URL for the Adobe Acrobat Reader download page]

Navigate to Adobe's Acrobat Reader download page to update your free Adobe Reader to the latest version, so that you can continue to access these forms. Now that you're confident you have the latest version of Adobe, let's go to Step Five. Using the form.

[the screen displays the instructions at the top of the Residential Tenancy Agreement PDF]

When completing the form, be sure to follow the instructions outlined at the top of each file. Some forms are not fillable electronically and will need to be printed before you can fill them out.

Keep in mind that the functionality for each form may vary. Some forms must be filled and printed as they cannot be saved with your data. Please carefully follow the instructions contained in the file. Please ensure that you are always using the most current form for your submission to avoid the risk that you are using an outdated form. Do not store downloaded files for reuse on your local file system. Instead,

always go back online, to download directly from the Central Forms Repository. As the CFR contains only the most current forms, visiting the Form's Profile Page will allow you to download the latest version when you need that same form again.

[the screen displays the Form Profile for the Application for Accessible Parking Permit, and the cursor navigates to the 'help' button at the top of the page]

If you still need help downloading or filling forms, visit the help page for solutions to common issues located directly on our homepage.

[a new email message appears and the email address is populated into the 'to' field]

If you still can't find what you're looking for, email feedback@ontario.ca.

[upbeat music ends]