

## Hints for Formatting and Printing Worksheets and Forms

- **Adobe Reader:** Since the parent document “Application Materials for State Stormwater Permit Applications” is a pdf too, in order to close the pdf you may have clicked on, hit the green left arrow at the bottom of the Adobe reader rather than the close button. This will bring you back to the parent document where you can then link to other forms, guidance and worksheets.
- **Microsoft Word Forms:** If you choose the Microsoft word form format, simply tab to each field and type your information. In order to check the checkboxes – click on the box.
- **Printing Hint:** Most of the applications are formatted to be printed at ~70% scale. As a suggestion, make sure you view your completed worksheet under print preview before printing. If you need to adjust the scale, go to *file menu/page setup/page tab* and check the “Fit to 1 page(s) wide by 1 page(s) tall bullet.
  
- **Locked Worksheet Hint:** The following worksheets have calculations embedded within locked cells:
  - WQ Volume Calculation
  - WQ Volume Calculation (with credit reduction)
  - Modified CN for Calculation of Peak Discharge During WQ Storm

If you need to resize any rows or columns, you may unlock the sheet via *Tools menu/Protection/Unprotect Sheet*.

If you have any additional problems, please feel free to contact Megan Moir at [megan.moir@state.vt.us](mailto:megan.moir@state.vt.us) or 802-241-4583.