

How to add text to the Customizable Daily Docket

1

Open the document in a PDF reader such as Adobe Acrobat Reader. If you don't have Acrobat, you can download it for free at <http://get.adobe.com/reader/>.

The sections of the document highlighted in yellow in the image to the right can be customized with your own text. Your document won't be highlighted like the image; this graphic simply shows you the sections that are customizable.

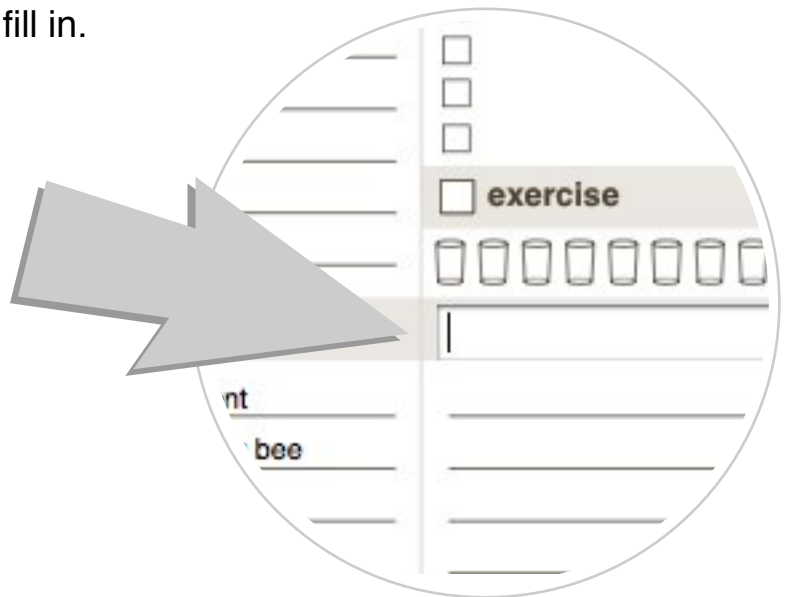
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2

Click on the section you'd like to fill in.

3

Type in your text.



4

Print out the document when you're done typing in your text.

5

Save your document if you'd like to save your changes. You'll be able to open the document again to add different text at any time.

