



How to:

## Create a RideWorks order form template

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**Enter repetitive information on the Ride Custom Face Sheet and Order Form once, then save it for future use, so the information does not have to be entered each time you complete the forms.**

The process...

1. Open RideWorks.
2. Select "Order Form" at the bottom of the app.
3. Select "Copy to Adobe Acrobat."
4. Enter any information that will be the same on each order, i.e., Supplier Information.
5. Select "Back" in the top left corner of Adobe Acrobat.
6. Swipe your document left and select "Rename." Rename your document as "Order Form Template" or something similar.
7. Anytime you need to fill out a new order form, go directly to Adobe Acrobat and swipe left on "Order Form Template." Select "More," then select "Duplicate." You now have a copy of your template that you can use to fill out a new order form with.
8. Don't forget to rename each completed order form to help organize your files.