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GUIDE ON HOW TO FILL OUR ONLINE DOCS FORMS

MOBILE PHONE	DESKTOP/LAPTOP
<p>STEP 1: DOWNLOAD MICROSOFT 365 & REGISTER / SIGN IN. (RECOMMENDED)</p> <p>STEP 2: Download and Open our Document (On-boarding Form) use open with Microsoft 365.</p> <p>STEP 3: On the bottom of the screen where its written Print layout, press it will say Mobile View. Leave it or do not press if it says Mobile View</p> <p>STEP 4: If your screen appear with mix of black and white background press  on the your top right corner of the screen then press Switch to Light Background if you press the  and it say Switch to Dark Background do not select it as this will make it difficult for you to read and fill in the form.</p> <p>STEP 5: fill out the form, on some mobiles the last part of the document ATTACHMENTS will not allow users to attach the photo, worry not, just send the form and photo separately to info@lafamilymediation.co.za</p>	<p>STEP 1: ENSURE THAT MICROSOFT OFFICE IS INSTALLED IN YOUR PC AND MICROSOFT WORD WORKS, ANY VERSION OF WORD WILL BE FINE.</p> <p>STEP 2: Download and Open our Document (On-boarding Form) use open with Microsoft word, but since it's a word document. After downloading just open the document it will automatically open in word.</p> <p>STEP 3: Upon opening, you pc will show you the screen in view only, on the top left side you will press on VIEW after that select EDIT DOCUMENT.</p> <p>STEP 4: you can now start filling in the form, if the ATTACHMENTS PAGE is difficult for you, then save the form on your PC and send both the photo and form seperately to info@lafamilymediation.co.za</p>

