



Help with opening Word “on screen & email membership form” on an iPhone or iPad.

1. On the Lichfield Society of Artists website, tap “join the Society” page.
2. Tap on the “on screen & email membership form” and choose “download”.
3. Open Files.
  - a. Press and hold the Word icon for the membership form.
  - b. Tap “copy”.
4. Open Pages.
  - a. Open browse.
  - b. Touch and hold the screen.
  - c. Tap “allow paste”.
  - d. Tap “paste”.
  - e. Once downloaded into Pages, tap on the Word icon.
  - f. Tap “done” for the Import Details.
  - g. When the file opens, tap the “ this file has missing fonts” dialogue box.
  - h. Tap “Done”.
  - i. Tap “edit”.

Now the form can be completed.

Tap on the relevant check boxes - choosing the highlight option works well. For entering text, highlighting the “click or tap here” sections brings up the keyboard ready for text entry.