



DIGITAL CHILD ID FORMS

Instructions and Directions

Since 2001, Digi-IDs has proudly developed the only reusable, digital, custom child safety identification forms that can be filled-in, saved to a multi-member library and printed with your inkjet printer – forever. With the 2012 version, we have added great new features and a one-of-a-kind mobile child id card that can be very useful when your other digital forms are not immediately available.



A. Getting Started

1. System Requirements: Windows®

- Intel® Pentium® 4 or AMD Athlon® 64 processor
- Microsoft® Windows® XP and above
- 1GB of RAM or more recommended
- 40MB of available hard-disk space for installation
- 1,024x768 display (1,280x800 recommended) with 16-bit or greater video card
- Broadband Internet connection required for customer support and download of applications

2. Recommended Media Requirements and Needed Supplies

- Media Types:
 - Child ID Kits - Standard white 8.5" x 11" inkjet heavy stock
 - Missing Child Flyer - Standard white 8.5" x 11" inkjet heavy stock
 - Child ID Cards - white 8.5" x 11" inkjet glossy photo stock
- Fingerprint Strips or Ink - For taking fingerprints
- Lamination (Pouches) Cards - Standard lamination pouches for 3.5"x2" business cards

3. Install PDF Reader/Filler/ Saver - Adobe® Acrobat®

Adobe® Acrobat® software is the global standard for electronic document sharing. It is the only PDF file viewer that can open, input and save information and imagery within all PDF documents.

Note: We recommend and have tested versions Acrobat 8+ for our forms. Inexpensive deals can be found all over the Internet. Try even the Free Trial and purchase the license later.

Download here: <http://www.adobe.com/products/acrobatpro.html>

Alternative: The Foxit Reader is a small, fast, and feature rich PDF viewer which allows you to open, view, and print any PDF file. Unlike other free PDF readers, Foxit Reader also includes easy to use collaboration features like the ability to add annotations, fill out forms, and share information with social networks.

Note: It does not work properly on all operating systems and configurations.

Download here: http://www.foxitsoftware.com/Secure_PDF_Reader/

3. Open Zip Package

Open the Zip package anywhere on your computer's hard drive, but preferably to a location or folder that is readily accessible, i.e. a folder on your Desktop. Certain naming of folder or location is not necessary.



B. Using the Forms

1. Opening Forms, Entering Data and Saving Forms

a. Opening Forms and Entering Data

Open the Child ID Forms by clicking the PDF file named "child_id_forms_'license'.pdf". The Mobile ID Card is a separate PDF file named "iphone_id_card.pdf". It is located in the Other Forms folder.

To enter data into the form fields, simply open a form, click on the highlighted data form fields and complete the required information or insert images.

b. Saving Data

After completion of data, save the form by selecting "Save As..." and saving the form file with the child's name and date for reference, i.e., "[john_smith_1-6-12.pdf](#)", or "[mary_smith_1-6-12.pdf](#)", etc.

Important Note: Each time you save a file, you are creating a permanent data record of a child. Save these files in a Secure Location on your computer to protect private information.

c. To Further Open and Update Data in Forms

Simply open the forms again by clicking the file and editing the form fields. Save updated data as outlined in Section B.1.b. above. Overwrite the form name if needed.

2. Inserting Text Data and Images into the Forms

The child safety identification PDF forms have form fields embedded into them that allow the entry of data or imagery.

a. Text Data

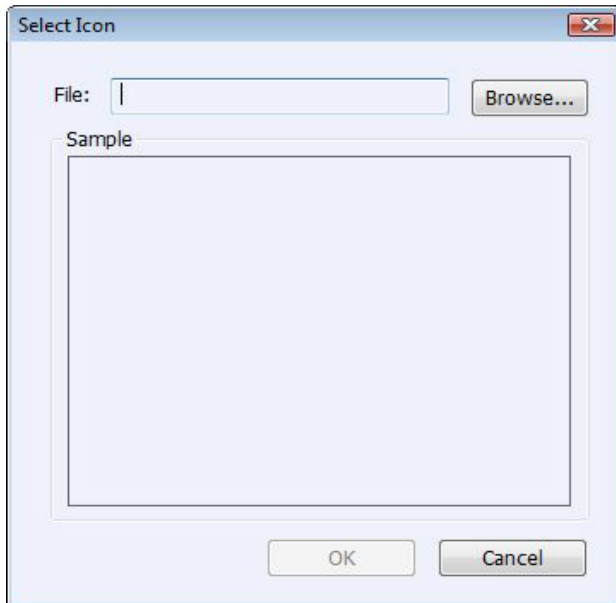
Entering textual data is simple and straight forward. Simply click on the highlighted form field area on the form and type in your text.

b. Images

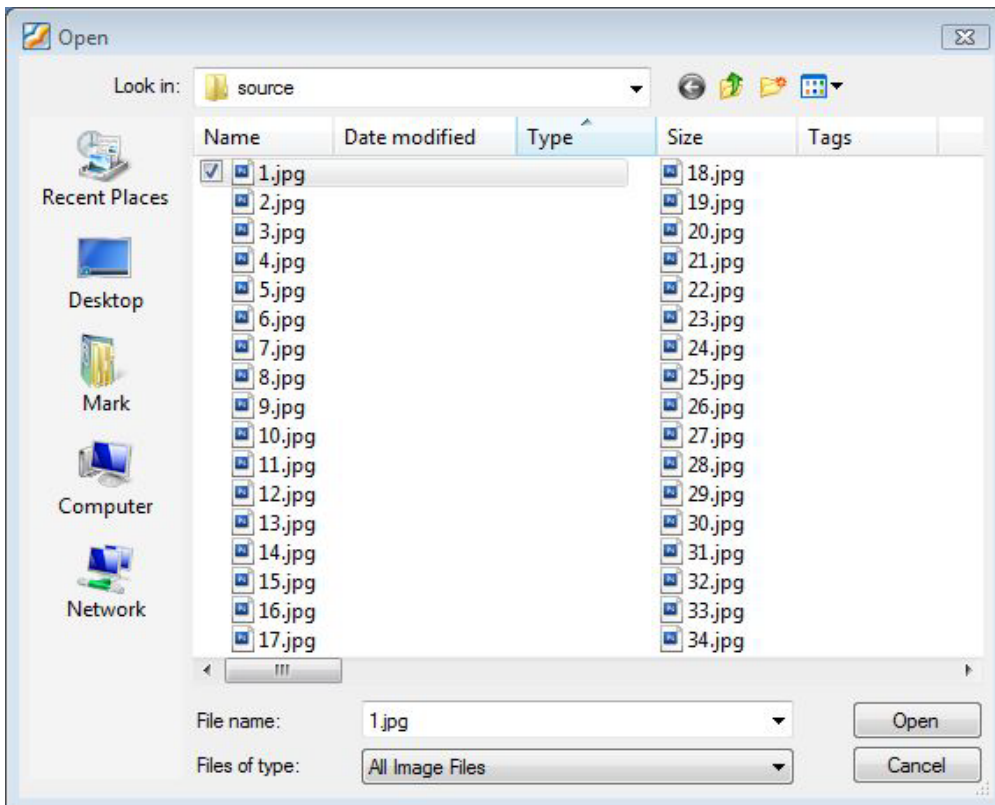
To customize PDF forms with a photo, fingerprint or an organization logo (Business or Non-Profit Licenses only), click on the highlighted form field area on the form and a popup dialog box will appear. Please continue to next page for further instructions.

Note: For scanned fingerprints or photos from digital cameras, first they must be saved to the computer as an image file. Then, they can be accessed by the form to be inserted.

The "Select Icon" dialog box will appear. Next, click on the "Browse..." button.



An "Open" dialog box will appear. Next, select the "Files of type:" drop down menu and select the type of file extension that is your image of your image or organization logo. Usually the image file will have an extension of ".jpg", ".png" or ".gif". Search the explorer file directory for the location of your image or organization logo, select it and click "Open".



Back in the “Select Icon” dialog box, your image or logo will appear in the sample area. Click “OK” to verify your choice and insert the image.



The image or organization logo will appear in the form.

Child kit
SAFETY IDENTIFICATION KIT



NAME

Child kit
SAFETY IDENTIFICATION KIT



NAME



C. Printing Forms

Special Instructions

Now, while all the forms in your file will have the information filled in, you do not have to print out every form. Refer to the highlighted area in the Print popup window below to indicate which pages you would like to print.

Print

Printer
 Name: Lexmark 6500 Series (Copy 1) Properties
 Status: Ready
 Type: Lexmark 6500 Series
 Comments and Forms: Document and Markups

Print Range
☐ All
☐ Current view
☐ Current page
☒ Pages 1 - 16
 Subset: All pages in range
☐ Reverse pages

Page Handling
 Copies: 1 Collate
 Page Scaling: Shrink to Printable Area
☒ Auto-Rotate and Center
☐ Choose paper source by PDF page size
☐ Use custom paper size when needed

Preview: Composite
 11
 8.5
 Units: Inches Zoom : 94%
 1/16 (1)

Printing Tips Advanced Summarize Comments OK Cancel



D. Fingerprinting and DNA Collection Tips

1. Fingerprinting

- a. Pull apart ink strip or open ink pad to access ink.
- b. When fingerprinting, just press the designated finger(s) straight down on the ink, then straight down on the proper spot(s).

2. DNA Collection (Hair)

- a. When collecting hair samples, the hair follicles need to be attached. The best way to collect a good sample is with a brush that is clean and free of any hairs.
- b. Brush the donor's hair and remove the hairs that come out in the brush. For a proper sample, at least 15-25 hairs should be collected.
- c. Store these hairs in a plastic baggie or tape them to the Child ID Kit in the space provided.

3. DNA Collection (Saliva)

- a. Without touching the cotton tips, brush the inside of the donor's mouth and under their tongue for about a minute with 2 swabs. The cotton tips need to be saturated with the donor's saliva.
- b. Lay the swabs, without touching the cotton tips, on top of a sterile flat surface.
- c. Let them air dry for about 24 hours.
- d. Then, still being careful not to touch the cotton tips and place the swabs back inside a plastic baggie. Write-in the donor's name, date of birth and the collection date on the baggie.
- e. Finally, place the baggie inside a regular paper envelope, seal it and write the same information on the outside of the envelope and place the sealed envelope inside a freezer.



E. Self-Laminating (Without a Machine)

Use the following items: a card, a laminating sleeve, an iron and a cotton tee shirt.

1. Turn on and set the iron to cotton blends and let it warm up.
2. Place one completed card squarely inside one of the laminating sleeves.
3. Place the plastic sleeve with the card inside, between the front and back of the cotton tee shirt. Firmly and evenly, press the hot iron on the tee shirt over the entire area of the plastic sleeve for about 30 seconds.
4. DO NOT remove the card immediately because it will be hot. Let the card cool inside the tee-shirt for about a minute before removing.



F. Customer Care and Support

If you require any assistance for your product, including technical information, please call our Customer Service at (210) 880-5410 or visit our Website and use our contact form.



G. Legal Information

Using this product and the forms produced means that you accept the license agreement (refer to our Website for license agreements). By using the information service provided by us, you agree to hold the owners, writers, sponsors, advertisers and employees free from any and all civil or criminal liability.