



## CERTIFIED LABORATORY REPORT FORMS

### INSTRUCTIONS FOR USE *WORD FOR WINDOWS*

Thank you for your participation in ISTA's Preshipment Testing Program. The following information will instruct you on how to complete an ISTA Certified Laboratory Report Form (herein referred to as the form). As these forms are updated when the procedures are changed, and some of them are brand new, please contact Meredith Dougherty (meredith@ista.org) at ISTA Headquarters should you encounter any "bugs".

The following forms are available now for download:

<b>1A1B</b>	<b>1C1D</b>	<b>1E</b>	<b>1G1H</b>
<b>2A2B</b>	<b>2C</b>	<b>2D</b>	<b>2E</b>
<b>2F</b>	<b>3A-standard</b>	<b>3A-small</b>	<b>3A-flat</b>
<b>3A-elongated</b>	<b>3E</b>	<b>3F</b>	<b>3H</b>

#### INSTRUCTIONS FOR USE:

1. Open the file you wish to use.
2. All forms are in the **Protected** format. If you wish to use the form in the Unprotected format, click on the **Tools** menu and chose *Unprotect the Document*. If you unprotect it you may format it as you see fit and/or save the form with pre-existing values such as your lab name and address. Please note that if you *Protect* the form again before saving or printing it you will lose everything you entered.
3. **In the Protected format:** enter information into each highlighted space (or form field). You have unlimited space within the form field to enter information.
4. Press **TAB** to move between fields. Press **SHIFT + TAB** to move back to a previous field. Arrow keys will also work to move between fields.
5. To check a highlighted box, hit **SPACE BAR** or click the left mouse button on the box.
6. To remove a check mark, repeat Step 5.
7. When the form is completed, print it, sign the top (or have the person submitting the report sign it) and send an original to ISTA Headquarters (ista@ista.org).
8. You may also e-mail the form as an attachment to ISTA (ista@ista.org).
9. If you would like to save the form in your system, click on the **File** menu and chose *Save As*.
10. If you do not want to save the form, close and do not save changes.
11. To clear the form and start again, *Unprotect the Document* and then *Protect* it again.