

HOW TO IMPORT PUBLISHED FORMS INTO ACCURO

- 1.** Log into Accuro
- 2.** Click the Accuro start button
- 3.** Search FORM EDITOR, and open
- 4.** In FORM EDITOR in top LEFT corner click on TOOLS
- 5.** Select PUBLISH/DOWNLOAD
- 6.** In the Download Forms tab in the search box type the title of the form you are searching for
- 7.** Click the magnifying glass to search
- 8.** Select the desired form and click the DOWNLOAD button in the bottom RIGHT corner
- 9.** You should get a message "Form Downloaded Successfully", click OK
- 10.** Your form should now be available for use