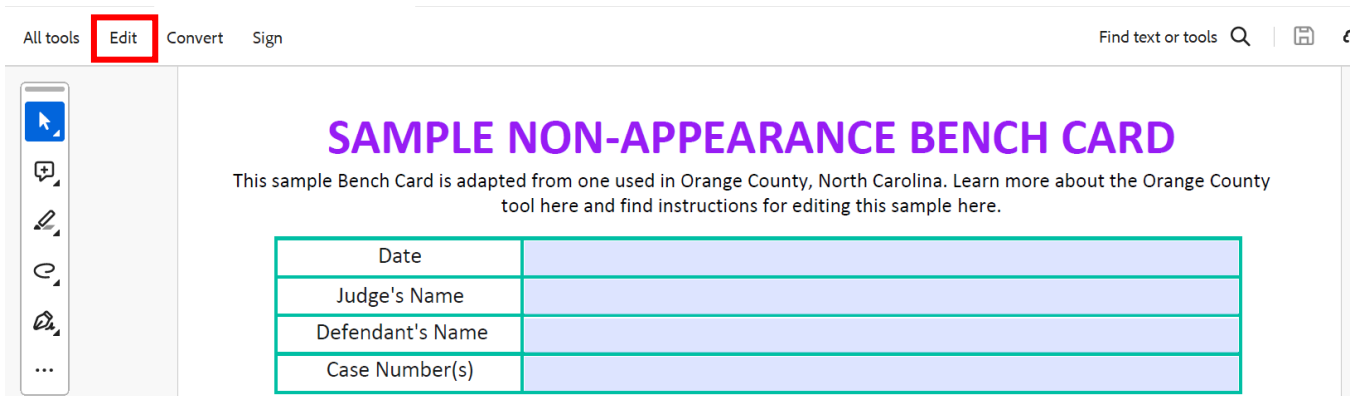# How to Adapt Toolbox's Sample Non-Appearance Bench Card

The Toolbox's sample bench card is based on one used in Orange County, North Carolina. It's an electronic, fillable form, so it is ready to use "as is."
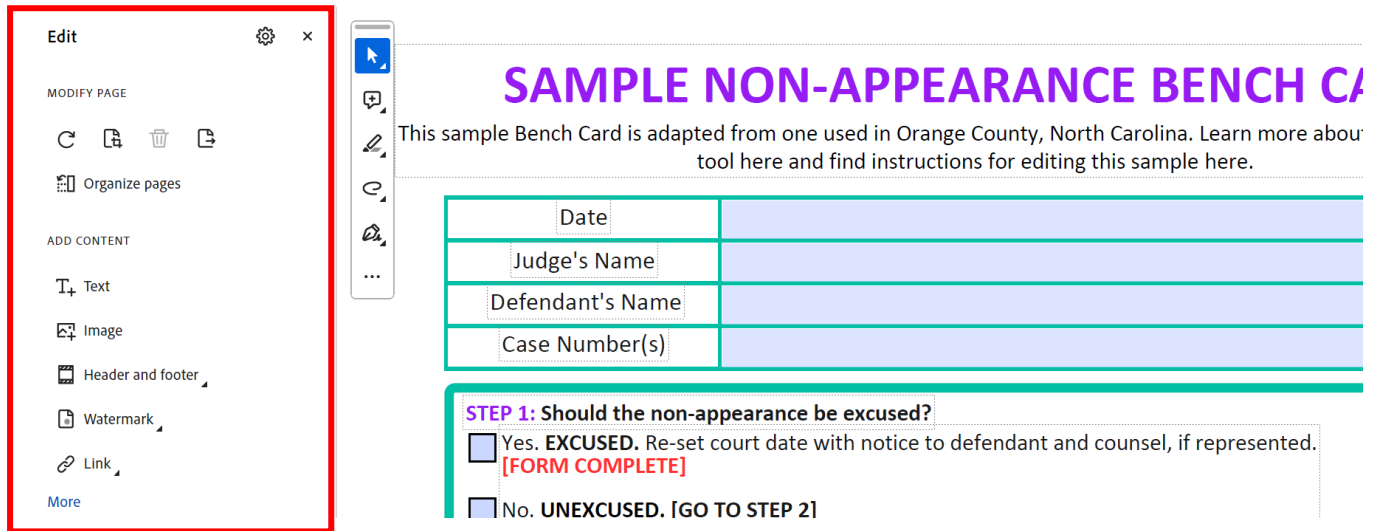
However, the sample bench card might not be exactly right for your jurisdiction. Whether you decide to modify the sample or create your own bench card, start by checking out the implementation guide here.

If you decide to modify the toolbox's sample bench card, edit the form with Adobe Acrobat Pro software as follows:

1. Open the bench card document and click on the "Edit" button in the top left-hand corner of the screen.

2. A toolbar will pop up on the left side of the screen. Use these tools to move boxes, edit text, and make other changes.

3. Once you've made changes, click "All tools" on the upper left-hand corner of the screen and use the "Prepare a form" function. You can then make sure all the fillable elements of the form—like the checkboxes and text fields—are in the right place.

4. Then, simply save your document.