Downloading Forms from Form Simplicity

<mark>Before you begin:</mark> Please be sure you are using the most updated version of Adobe Reader. Additionally, it is good practice to periodically check that you are using the most updated forms.

Once you are on Form Simplicity, navigate to **Blank Forms** and select **Florida** to see all Florida Realtors forms. Use the checkboxes to select the forms you want to download. Click the Download button.

In the Download pop-up review the options. To keep your forms editable, uncheck the box "Disable editing". To download the forms in a single folder, be sure to select "Download as a .ZIP file." Then click Download form. After downloading, please note that you will need to extract the files before you can use them.

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In the upper right corner, you will see a pop up with your Zip file folder (If you are unable to locate the folder in your browser, try going to your downloads folder and look for the zip file)

OR
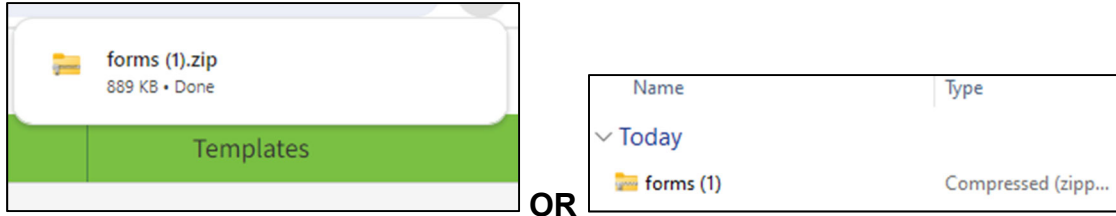
When you open your file, notice the option "Extract all" at the top of the file toolbar. Click Extract all. If you are unable to locate this option, right-click on the zipped folder and select an option like "Extract All" or "Unzip". This initiates the extraction process.
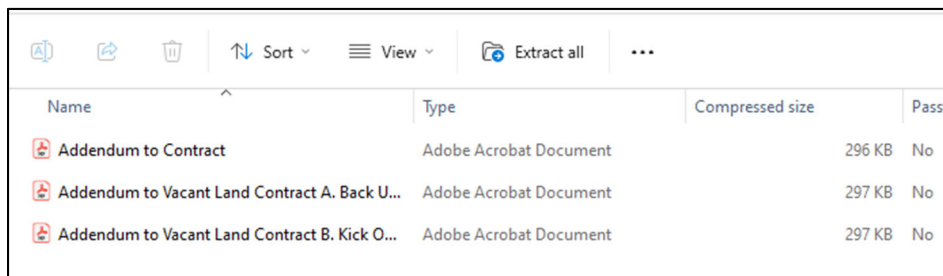
Take note of where your file will download on your computer then Extract.
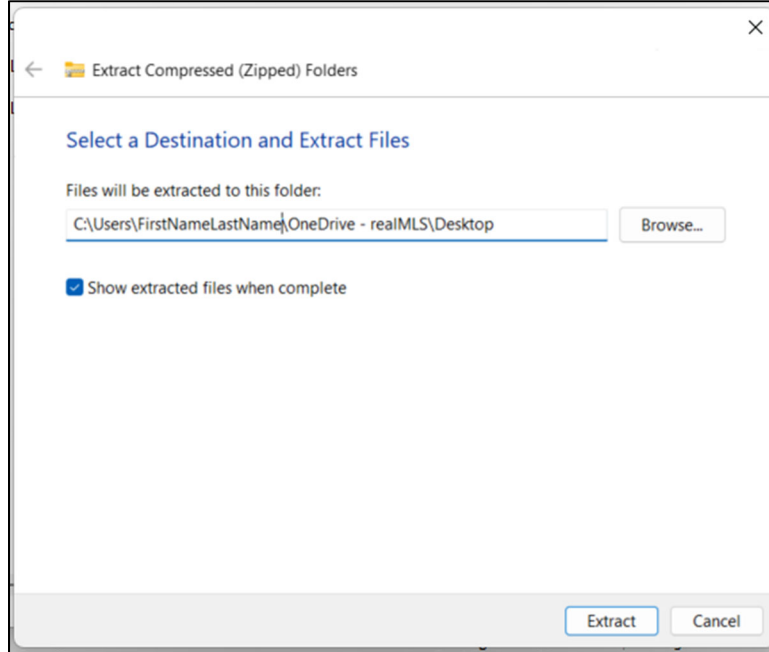
Your documents are now ready to use. Please note that data may not be saved within the form, it can still be printed from it.