

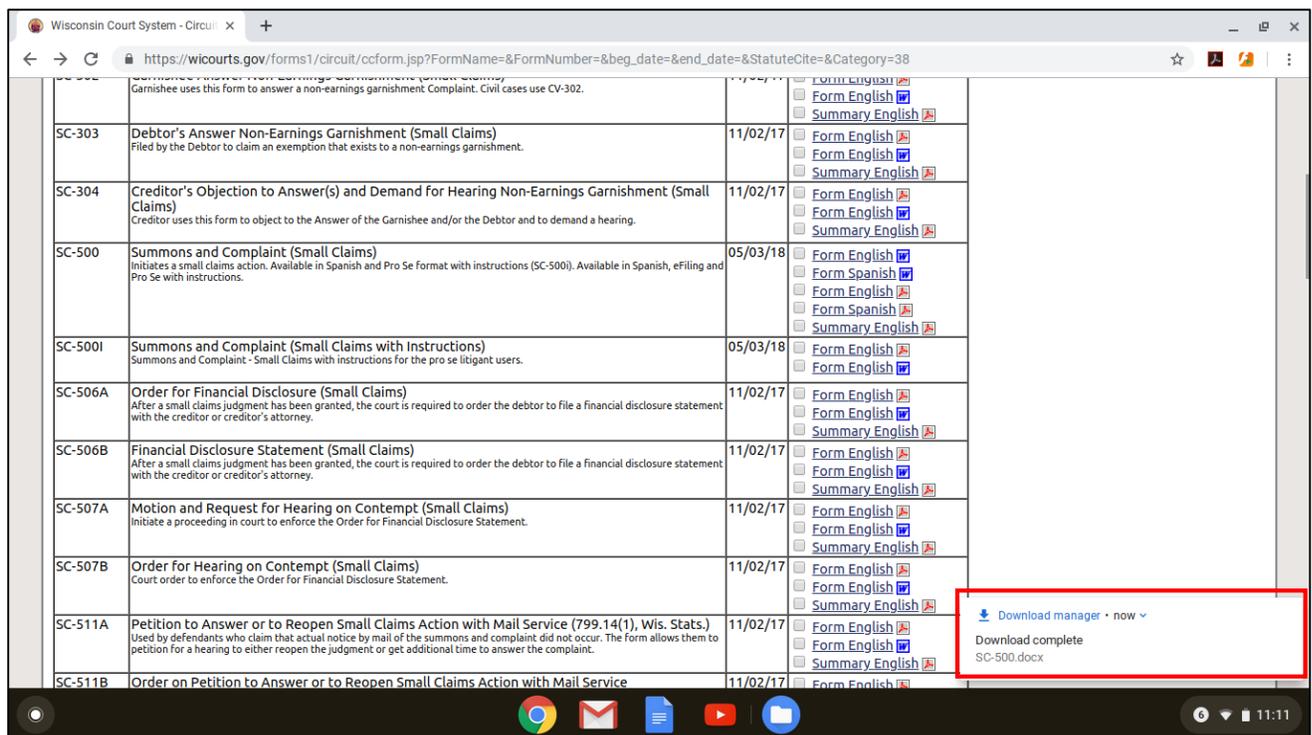
Tips for using a Chromebook and working with fillable documents for eFiling

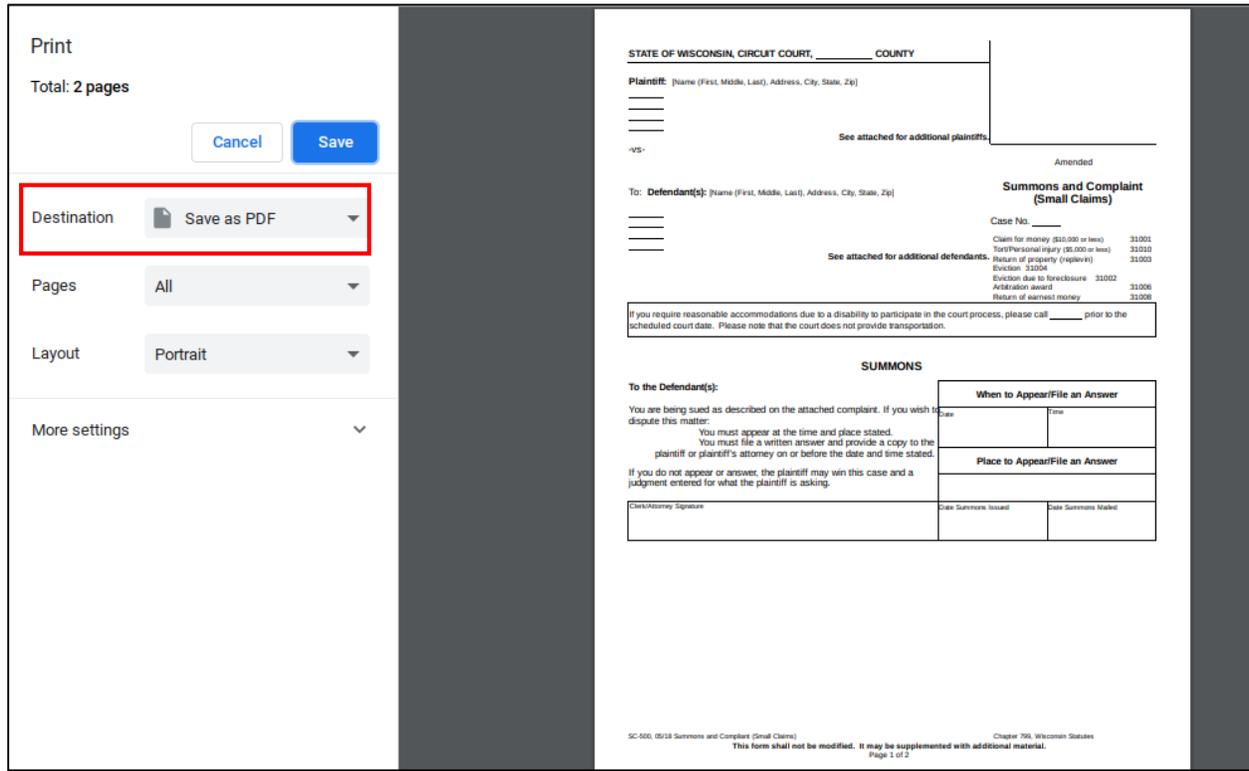
Fillable circuit court forms (available in Word format) can be accessed at <https://www.wicourts.gov/forms1/circuit/index.htm>.

To open the Word forms on a Chromebook there are two options:

1. While you cannot install the traditional Windows or Mac versions of Microsoft Office on a Chromebook, Microsoft’s Office apps for Android devices can run on newer Chromebook models that have the ability to download, install and run apps from the Google Play store. The Office applications are free for devices with screens smaller than 10.1 inches, although a free Microsoft account is required to edit and create files. For detailed instructions on installing and running Microsoft Office applications, including Word, on a Chromebook see: <https://support.office.com/en-us/article/how-to-install-and-run-microsoft-office-on-a-chromebook-32f14a23-2c1a-4579-b973-d4b1d78561ad>.

After you have installed Microsoft Word, use the wicourts.gov link above to download the appropriate fillable circuit court forms, being sure to select the Word version of the form. Once it is downloaded you should see the Download manager box at the bottom of the screen that shows the download has completed. Use the “Show in folder” link to navigate to the file. Double clicking on the downloaded file should open the document in Word. From here you can edit the document. When finished, use File > Print with the destination set to “Save as PDF.”





2. If you do not want to install Microsoft Office or Word, use the wicourts.gov link above to download the appropriate fillable circuit court form. Once it is downloaded you should see the Download manager box at the bottom of the screen that shows the download has completed. Use the "Show in folder" link to navigate to the file. Double clicking on the downloaded file should open the document in your Google Docs application. From here you can edit the document. When finished, use File > Print with the destination set to "Save as PDF."