

## FILLABLE PDF FORMS

Follow this advice for best results with fillable forms.

You will need Adobe Acrobat™ software to view and complete screen fillable PDF forms. If you do not have Adobe Acrobat™ software you may download it FREE from the Adobe at: <http://www.adobe.com/products/acrobat/readstep2.html>.

Please note: the free Adobe Acrobat™ Reader does not allow you to save a completed, or a partially completed, form on your computer. If you wish to electronically save a completed form, or retain your work on a partially completed form, you must purchase upgraded software - Adobe Acrobat™ or Adobe Acrobat™ Approval. For more information about these products, please visit the Adobe Web site ([www.adobe.com](http://www.adobe.com))

### **Complete Forms Offline:**

Although you can fill in a form while it is displayed online within your browser, we strongly recommend that you not do so. You will lose all your entered form data if you accidentally hit the "back" or "forward" button in your browser and navigate to another Web page.

### **Downloading and Saving PDF Forms:**

Once you've found your desired form, right-click on the hyperlink and select "Save Target As" (Internet Explorer) or "Save Link As" (Netscape). You can then save the blank form to the computer directory or folder of your choice and complete it at your convenience. As an alternative, you can click on the hyperlink and open/view the form if Adobe Acrobat™ software is installed on your computer. Then save the form by selecting the small disk icon that appears in the upper left hand corner of the Adobe Acrobat™ frame within your browser.

### **Filling in a Form:**

To begin completing in a "screen-fillable form, select the hand tool from the Acrobat™ toolbar. As you pass over a form field, the hand tool will change to either an I-beam pointer, allowing you to fill-in text, or to a pointing finger to allow you to select a check box. Click to enter or select the form field. Single-line text boxes allow you to enter text on a single line as the form indicates. Multi-line text boxes allow you to enter multiple lines of text that will generally "wrap" (as with most word processors) within the form field until the text limit is reached. You may hit "ENTER" in a multi-line text field to start a new line of text.

When you complete a field, press "TAB" or use your mouse to move to the next form field. Most form fields can be navigated and completed in a logical order by using the "TAB" key. Before printing and closing your form, however, be sure that all required fields on a form have been completed.

### **Printing Forms:**

If you are viewing a fillable form within your browser's window, be sure to use the printer button on the Acrobat™ frame toolbar menu to print the form, rather than using your Web browser's print function. Be sure your cursor is not in an active form field when you print. Use your mouse to select an area outside of a form field or "TAB" after the last field. If a form field is active (i.e., contains the blinking bar) the contents of that field will not print.

### **Retain Copies for Your Records:**

Since form data cannot be saved when using the free Adobe Acrobat™ Reader software, we strongly recommend that you print two copies of the completed form: one copy to submit and one copy for your records. As an alternative, you can photocopy your completed form.