


INSTRUCTIONS FOR USING PDF FILL-IN FORMS

You can download Adobe Acrobat Reader 4.0 by clicking  this button. You can fill out the forms online but you cannot submit information on the PDF form electronically. **Note:** Some forms require that information be handwritten on the form.

To Fill Out a Form

Click inside the form field you want to correct (notice the information is highlighted). Retype the correct information.

1. Select the hand tool. The hand tool allows you to move the page around so that you can view all the areas on it.
2. Position the cursor inside a form field and click. The I-beam cursor allows you to type text.
Example: Name _____
3. Press Tab to accept the field change and go to the next field.
4. Press Shift + Tab to accept the field change and go to the previous field.
5. Use your mouse to select an area of the form that is not inside a form field.

To Clear Information on a Form

1. Click inside the form field you want to correct (notice the information is highlighted) then retype the correct information, or
2. Click on the Reset Form button _____ to clear all information on the form.

To Print a Form

1. Click on the Print Form button _____ to print out the completed form, or
2. Use the printer button on the Acrobat toolbar menu to print the form instead of your web browsers print function.

Note: Select the Print Range

All pages
Current page
Page from (page#) to (page#)