

Screen-Fillable PDF forms

Our forms are available as screen-fillable Adobe Acrobat Portable Document Format (PDF) forms. They may be downloaded, printed, and then used in the same manner as any traditional paper form, except they may be completed on the screen before being printed. You can fill-out and print the form within your web browser.

In order to complete these forms on the screen, you must have the Adobe Acrobat Reader version 3.0 or above. The Adobe Acrobat Reader is available for free and can be downloaded from the following web site: <http://www.adobe.com/products/acrobat/readstep.html>.

Please Note: When using the free Acrobat Reader software, you cannot save the form with the fill-in data for use at a later time -you can only save the blank form. You must complete the entire form and print copies of the completed form before you close the file. To electronically save a completed, or partially completed form on your computer you will need to use the purchased version of Adobe Acrobat.

Tips for Using screen-fillable PDF forms:

TEXT FIELDS: To begin entering text, click on the Hand tool, place the blinking “I-beam” within the text box and begin typing. Text boxes are straightforward fillable fields where you can type text or numeric data onto the form.

TAB ORDER: Most forms have an applied Tab Order sequence so that forms can be navigated and completed in a logical order. To accept the field change and go to the next field, press [TAB] or use your mouse to click on the next form field. To accept the field change and go to the previous field, press [Shift] + [TAB] or use your mouse to click on the previous form field. Use the “TAB” key to move from one field to the next will also help you avoid accidentally skipping over any form fields.

PRINTING THE COMPLETED FORM: After completing a screen fillable form, you must first print and later sign the form. Select [File] and then [Print] from the Acrobat menu toolbar or click the small printer icon on the toolbar. This brings you to the print dialog box which you may configure as necessary. At this time, all signatures, where required, must be hand written on the form. Signature blocks are not fillable via your keyboard.

Before printing your form -use your mouse to select an area of the form that is not inside a form field or hit the [TAB] key after completing the entry of your last box. If a form field is active (contains the blinking bar) the contents of that block will not print.

Since form data cannot be saved when using Acrobat Reader, we strongly recommend that you print two copies of the filled-out form: (1) one copy to submit and (2) one copy for your personal records.

