

COMPLETING, PRINTING AND/OR SAVE SCREEN FILLABLE PDF FORMS

Some of the forms on this site are “fillable” on your computer. This means that you can conveniently complete such form right on your computer by simply typing information into a form’s displayed fields. You can then print your completed form to your printer or print to PDF to save the completed form to your computer.

Software required to view and complete Screen Fillable PDF forms

To access, view, download, complete and print fillable forms you will need to use Adobe Acrobat Reader 5.0 (or later). 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: The free 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 additional software - Adobe Acrobat 5.0 (or later) or Adobe Acrobat Approval 5.0. For more information about these products, please see the web page: <http://www.adobe.com/products/acrobat/readstep.html>.

Downloading and Saving Blank PDF screen-fillable forms.

There are two options to save the form to your computer’s hard drive.

- a. Save the Form Without Viewing: right-click on the hyperlinked form title, select “Save Target As” (Internet explorer) or “Save Link As” (Netscape) and save the blank form to the computer directory or folder of your choice.
- b. View the Form, then Save: double-click on the hyperlinked form title. With Acrobat Reader installed on your computer (or a purchased Adobe Acrobat product), the form will open within your browser displayed by the Acrobat Reader software. To save the form to your computer, click on the small disk icon that appears in the upper left hand corner of the Adobe Reader frame and again select the directory or folder of your choice.

Once saved, you may access the form at your convenience on your computer using Acrobat Reader (or a purchased Adobe Acrobat product).

Complete Forms Offline in the Adobe Reader. Avoid Completing Forms Online within your Browser.

Please Note: Although you can fill in a form while it is displayed within your browser, we strongly recommend that you not do so. You will lose all entered form data if you browse to other web pages in the same browser window that you are using to display the screen fillable form. You run the risk of accidentally deleting all of your entered form data by inadvertently clicking on the “back or “forward” buttons on your browser. Clicking either of these buttons will close the form and delete of all your information.

We recommend that you open the Acrobat Reader program, click on file/open and locate the form saved on your computer hard drive. Then fill out the form in Acrobat Reader independently from your browser or your Internet connection.

Once you have located and downloaded a desired form to your PC, you are now ready to begin filling out the form.