

Instructions for Downloading Word & Excel Files Instruction for Filling-In PDF Files

Downloading Word & Excel Files

RIGHT Click on the Download File link:

- **Microsoft Internet Explorer:** After clicking the **RIGHT** mouse button, select the "**Save Target As..**" option to download the file. A save window will appear allowing you to save the file to the directory you choose on your computer.
- **Netscape:** After clicking the **RIGHT** mouse button, select the "**Save Link As..**" option to download the file. A save window will appear allowing you to save the file to the directory you choose on your computer.

Instructions for filling-in a PDF file on-line.

PDF fill-in documents allow you to enter information directly from your PC, then print the form with the information you entered. There is no computation, validation or verification of information you enter. You are still responsible for entering all required information. Some fields, such as signatures, may require information to be handwritten on the form. Data you enter into the fill-in fields cannot be e-mailed nor can the completed form be saved unless you have the entire Adobe Acrobat software package.

- Open the PDF form.
- Select the hand tool from the Acrobat toolbar menu.
- Move the hand pointer inside a form field. Click when it changes to an I-beam pointer.
 - The I-beam pointer allows you to type text.
 - The arrow pointer allows you to select a field or check a box.
- Press **Tab** to accept the information you have typed and go the next field.
- Press **Shift + Tab** to accept the information you have typed and go to the previous field.
- You may also use your mouse to move from field to field. (You cannot access the check boxes using the tab key. You must click on the check-box fields with the arrow pointer.)
- **Print** the completed form as usual.