

How to Complete a Portable Document Format (PDF) Form

To add your information to a PDF form, there are two options.

1. Add your information to the PDF document open on your computer screen (type the information into the field boxes) and print off a copy after you have completed the form. If you have the proper version of Adobe Reader software, you can save your completed PDF form to your computer for future access.



In order to complete the PDF form and save the form with your data, you **must have Adobe Reader 7.0 or higher**. Adobe Reader is free. Click [Adobe website](#) to download Adobe Reader now.

It is a good idea to save the form to your computer before completing it. To do this, use the "Save As" option in the "File" menu. Name your file accordingly.

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2. Print off a copy of the document and add your information by hand to the printed copy.

Steps to add your information to the PDF form before printing a copy of it.

- Select the hand tool 
- Move the hand tool over a form field (the area where you will enter your information). The pointer will change to the I-beam.
- Click in the field and type your information. The form has been set-up so that you can tab through each form field. If you tab past a field that you need to complete, press the shift key and tab key to go back a field. Another option is to use your mouse to select fields by clicking the spot where you want to type your information.
- Where you see a check box option, pressing the spacebar will enter an X or ✓ or remove the X or ✓. You can also use your mouse to select check boxes. Click on the check box and an X or ✓ will appear, click on the box again and the X or ✓ will be removed.
- Some boxes in the tables will hold several lines of your typed information. Generally the text will "wrap". You may also press Enter or Return to move to the next line in the same field.
- When you are ready to print your form, select the printer tool from the Adobe Reader toolbar .
- Signatures where required, must be hand written on the form. Electronic signatures are not available. This form cannot be submitted electronically. Once signed submit the form via mail.
- If you have problems completing the form, please use the contact information at the end of the PDF form to get help.