

NOTE:

The freely downloadable plug-in version of *Adobe Acrobat Reader* is not capable of saving any data entered into the PDF file.

***Adobe Acrobat Reader 4.0* or greater is needed to fill out the forms**

Moving

- Click in the selected boxes and type
- You can tab your way through this form
- Use Shift/Tab to move back one field at a time
- To resume typing, the **hand** must be selected.
- You must print before closing, or you will lose all data entry.
- To clear the form and begin again press the **Reset** button on the top of page
- To setup page and print press the **Printer** button.
- If you were viewing this help PDF from within a browser, hit the **back** button to return to the form. If you were viewing from within Acrobat Reader return to the Reader to continue.

Saving

- To save a copy of the PDF, including data, you must be using the **full retail version** of ***Adobe Acrobat*** (4.0 or later).
- Saving a copy of the PDF file, without data, in Acrobat Reader will depend on the version you use and whether you view PDF files from within a browser using a plug-in or from within the Adobe Acrobat Reader program.