

Applications and Forms Instructions

IMPORTANT INFORMATION:

Choose which document you would like to fill out. You can either print the document immediately and fill it out by hand, fill out the form using your keyboard while online, or save it to your hard drive and fill it out using your keyboard at another time. **We recommend** saving it to your hard drive, and then opening it later when you are ready to fill it out.

To save the .pdf file to your hard drive, there is a toolbar that appears at the top of the document you are viewing. The second icon on this toolbar is the picture of a floppy disk. Click on that icon, and you will be prompted to specify a file name and a location for the document. Remember what you specify so that you can access it easily at another time .

When you open the document, you may use your mouse to click in each field, and then type in textual answers. At this time, it is best to **zoom in to at least 200%** to allow for ease of textual input. To move from field to field, hit the TAB key, or use your mouse to click in each subsequent field. If the space allotted for responses is not sufficient in size, please feel free to attach additional pages.

As this is our first attempt with interactive forms, and considering that some documents consist of hundreds of form fields, each blank area may not accommodate text perfectly or properly. Please let us know if you come across any problems (and specify the document name as well as the form field) so that we may correct it.

IMPORTANT: After filling out a form, you must **PRINT IT OUT IMMEDIATELY**. Adobe Acrobat Reader does not allow inputted text on forms to be saved into the document. Any fields you fill in are merely superimposed on top of the document, rather than integrated into it. If you fill out a form, and then fail to print it out, you will lose all of the changes you have made. Saving the document will not save any of the changes you have made. Please fill out the form, print it out, sign it, date it, and then mail it to us.

Additionally, when you print out the document to sign and then submit, please look over it and ensure that no response areas have been left blank due to a problem with the form field, or as a result of user error.

Of course, you may choose to print out the document and fill it out by hand. To preclude legibility issues, however, **we recommend you fill out the form with your keyboard**. The decision ultimately is yours.

To view the document, you need Adobe Acrobat Reader 4.0. It is available at no charge for download.