

Instructions for Using the PDF with Typewriter Feature

To make the attached PDF's interactive and *save-able*, the "Typewriter" feature has been enabled.

Before beginning: download the most current version of Acrobat Reader before using these forms. This way you can **save** the forms you have completed. This is **free software**.

<http://get.adobe.com/reader/>

NOTE: The typewriter feature does not work well with older versions of Acrobat Reader.

To complete the forms:

- Use your mouse to click on the Typewriter Icon (on the purple tool bar - upper right side of screen), then click in the field or line on the form that you want enter information and start typing.
- Repeat this action for every entry. You *may* find that you do not have to click the Typewriter Icon for each and every line. Just click on the line and type.
- Once you have completed your typing, navigate to the File/Save As/ and rename the file, thereby creating a copy. Your typed entries will be saved within the new file.

To make a correction to a to text you've already typed:

Go to the line you want to change, move your mouse over the text until a solid arrow appears, then click on the text.

- A text box will appear.
- You can then do one of two things:
 - (1) hit delete and retype the whole line **or**
 - (2) double-click on the box and then you can edit the text within the box.
- You may have to fiddle with this. Once you are comfortable, editing becomes easy.

**We are providing the document to you in this format for your convenience.
Unfortunately, technical support for the fill-able PDF is not available.**