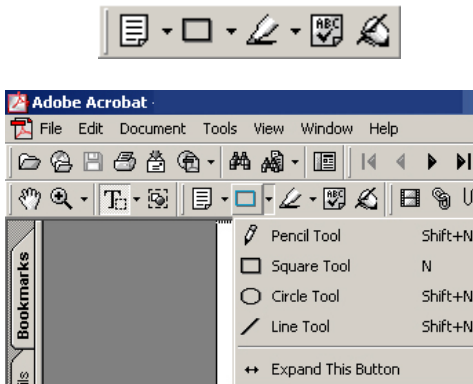


TIPS FOR FILLING OUT ADOBE ACROBAT FILLABLE FORMS

1. Once you open the document, TAB to the first fillable field – enter your text.
2. TAB to the next field to continue. *You may also “Click” into any field area and begin typing.*
3. To Circle Options – Use your COMMENT PULL DOWN MENU as shown below. Upon selecting the Square or Circle Tool – the mouse converts to “cross hairs” – which you can drop & drag to create a circle or boxed in affect. (If the square or circle appears to be invisible – right click the graphic and change the properties to equal a BORDER of color.)



4. SAVE AS on your own personal computer – be sure you have specified a folder area that you will be able to relocate the file rather than allowing it to default to your temporary internet location (which often gets overwritten if the original file is opened again from our website)

Please Note: You will **not** be able to save this form with your data unless you have the full version of Adobe Acrobat, not just the Adobe Acrobat Reader.

5. You may the EMAIL the file once the form is completed by selecting FILE>SEND MAIL.
6. If you wish to fill this out by hand, you can just print the form.