

Fill-In Form Instructions

To better serve you, we provide a fill-in version for some of our forms.

Fill-in forms allow you to enter information while the form is displayed by an Adobe Acrobat product and then print the completed form for your records and for filing with DODD.

This is a PDF format that allows you to view and fill in your form electronically on most computers. The [freely available Adobe](#) Acrobatreader is required to view and print PDF files.

Overview

DODD fill-in forms use the features provided with Adobe Acrobat products. Currently, there is no computation, validation or verification of the information you enter and you are still responsible for entering all required information (instructions may require some information to be handwritten on the form).

Software Requirements

To view, complete and print fill-in forms you'll need the freely available Acrobat Reader software installed on your computer. [Acrobat](#) Reader does not allow you to save your completed forms to disk. The ability to save completed forms is available commercially with the Adobe Acrobat product suite.

Completing the Form

- Download the form by clicking on the form name listed on the left side of the web page. Your web browser may be configured with an Acrobat plug-in to automatically open the file within your browser's window upon download. To download the file directly to disk, right click on the Results Page form title link then select "Save Target/Link As..." when presented with a menu.
- Use Acrobat to open the file if necessary.
- Select the hand tool from the Acrobat toolbar menu. You can use the hand tool to move the page around so that you can view all the areas on it.
- Position the hand pointer inside a form field and click. The I-beam pointer allows you to type text. The arrow pointer allows you to select a field, a check box, a radio button, or an item from a list.
- Press Tab to accept the field change and go to the next field.
- Press Shift + Tab to accept the field change and go to the previous field.
- Use your mouse to select an area of the form that is not inside a form field before printing your form. If a form field is active (contains the blinking bar) the contents will not print.
- If the fill-in form is displayed within your web browser's window, be sure to use the printer button on the Acrobat toolbar menu to print the form instead of your web browser's print function.

Note: In some cases, a signature is necessary for processing. Please print the completed form, provide signature(s), date, attach any required documentation before submitting.