



## Frequently Asked Questions: Interactive Forms

### **How do I complete an interactive form?**

1. Select the form you wish to complete online.
2. Place your cursor in the first field that requires text and begin typing.
3. Move from field to field using the TAB key.
4. Once you have completed the form, print the form as you would any document. Be sure to print an extra copy for your records, if needed.

### **I need to add or correct the information in a field that I've tabbed past. Can I go back?**

Yes. You can either use your mouse to place the cursor in the desired field or tab backwards by pressing SHIFT+TAB until the cursor returns to the desired field.

### **There are a number of fields that don't apply to me. Do I have to tab through all of them or can I skip ahead?**

You can skip fields if you like. You can move to any field by using your mouse to place the cursor in the field you wish to complete.

### **What software do I need to complete an interactive form online?**

Interactive forms can be completed using both Adobe Acrobat® and Adobe Reader®, but you will need the full version of Adobe Acrobat to save completed forms to your computer.

### **Can I save the completed form to my computer?**

That depends on the software you're using. If you have the full version of Adobe Acrobat®, you will be able to save completed forms to your computer. If you have Adobe Reader®, you will be able to complete and print the form but you will not be able to save the completed file on your computer.

### **I prefer to print out the forms I need and fill them in manually. Do you still accept handwritten forms?**

Yes. We are happy to accept any form that is written legibly.