

Completing an Online PDF Form

CPS' use of Portable Document Format (PDF) Files, at one point, only allowed the user to download and print PDF Forms. Now, with the use of Adobe Acrobat, it is possible to complete the forms online and then print the forms. When completing a PDF Form, there are certain steps that must be followed.

How to...

Type information into a field: In order to type information into a field, you need to click on the Hand Tool located on the tool bar at the top of the page. (To find the **Hand Tool** using the mouse, slowly move the cursor across the tool bar and the names of the tools will appear.) Using the mouse, move the cursor to the field that you want to complete and left-click on that field. The cursor will then appear on that particular field, making it possible to type in that field.



Move between fields: To move between fields, the user can either use the Tab key to move forward, the Tab Key and the Shift Key simultaneously to move backward, or the mouse to click on the desired field.

Complete validated fields: Validated fields are fields that have been formatted to only accept certain text. These fields include telephone and fax numbers, dollar amounts, and social security numbers. To complete **telephone and fax number fields**, enter the ten-digit number without parentheses, dashes, spaces, etc. and when you move to the next field the program will automatically format the field. When entering **dollar amounts**, only type in the numbers without the dollars signs or commas. The program will enter dollar signs, commas, and adjust decimal places accordingly. When providing a **social security number**, enter the nine-digit number with or

without dashes (the program will not allow text other than the dash) and the program will adjust accordingly.

Use Radio Buttons: Radio buttons are used to ensure that a user selects only one item from a list of choices. Using the mouse, move the cursor to the field that requires a response. The hand tool (cursor) will become a pointing finger, indicating that the item can be checked. Decide which item best applies to you and left-click on that item. If you would like to change your answer, simply check another item and your previous choice will disappear.

A. DISCLOSURE OF OWNERSHIP INTEREST

All Contractors shall provide the following information with their bid or proposal. If the question is not applicable, answer with "NA." If the answer is none, please answer "none."

Contractor is a:
(Check one)

Radio Buttons 

<input type="checkbox"/>	For Profit Corporation
<input type="checkbox"/>	Partnership
<input type="checkbox"/>	Limited Liability Company
<input type="checkbox"/>	Joint Venture

<input type="checkbox"/>	Sole Proprietor/Consultant
<input checked="" type="checkbox"/>	Not-For-Profit Corporation
<input type="checkbox"/>	Other: _____

Use Check Boxes: As opposed to radio buttons, check boxes can be entered and removed at the user's discretion. If the statement applies to the applicant, left-click once in the area designated for your answer. If you want to change your answer, left-click one more time and the check will disappear.

Complete multi-line text boxes: Multi-line text boxes are usually used to enter information such as names and addresses. To complete this type of text box, type your information into the text box in paragraph form. When you reach the end of the line, press enter to go to the next line or type until you reach the end of the line and the program will automatically transfer the information to the next line. Below is an example of a multi-line text box.

Requester's name and address (optional)
Enter the necessary information here.

Complete paragraphs: To complete a paragraph, the user must treat each line as a separate text box. Type in the necessary information and, at the end of the line, press the **Tab key** to continue to the next line.

X. Please state any material facts of additional information pertinent to the control and structure of this joint venture.

Type information here and...

press the Tab key to move to the next line.
