

How to use the “news tips” fill-in form

Go to <http://www.wrsd.ca/Our%20division/forms.html>

Click on the link [News tips](#) - Adobe fill-in form




Once the form opens, immediately save it with a meaningful name on your own computer...this will ensure you can save your completed form in order to complete the process!

In Acrobat, choose File > Save As, specify a location and file name for the form.

In Reader, choose File > Save A Copy, and specify a location and file name for the copy.

Once you've saved the document ensure you have it open and you're ready to proceed!

Fill in an interactive form

1. If necessary, select either the Hand tool  or the Select  tool.
2. (Optional) To make form fields easier to identify, click the Highlight Fields button  on the document message bar. Form fields appear with a colored background (light blue by default), and all required form fields are outlined in another color (red by default).
3. Click in the first form field you want to fill in, either to select that option or to place an I-beam pointer in the field so you can start typing. Please note that date fields require the date to be in dd/mm/yyyy format.
4. After making a selection or entering text, do any of the following:
 - o Press Tab or Shift+Tab to accept the form field change and go to the next or previous field.
 - o Press the Up Arrow or Left Arrow key to select the previous radio button in a group of radio buttons, or press the Down Arrow or Right Arrow key to select the next radio button.
 - o Press Esc to reject the form field change and deselect the current form field. If you're viewing the form in Full Screen mode, pressing Esc a second time causes you to exit Full Screen mode.

Note: If the current form field is a single-line text field, you can press Enter to accept your typing and deselect the field. If the current field is a check box, pressing Enter or Return turns the check box on or off. In a multiline text form field, pressing Enter or Return creates a paragraph return in the same form field. In all cases, you can press Enter on the keypad to accept the change and deselect the current form field.

5. After you fill in the form fields, do any of the following:
 - o In Acrobat, choose File > Save, and the file will save the form with the data you entered.
 - o In Reader, choose File > Save, and the file will save the form with the data you entered.

Note: If the form author gave Reader users extended rights, the saved copy will include the entries you made in the form. Otherwise, the saved copy will be blank.

You can now attach the form to an email or you can print the form for you records. Please do not delete the saved form until you are sure it has been received by anyone you forward it to.

Note: When you fill in a PDF form, you can press Tab to jump from one form field to the next. After you Tab to a check box or button that you want to select, press Enter or spacebar to select it (or to deselect it, if it's already selected)