

You can fill out online forms in Acrobat Reader version 7 and submit them via e-mail. Earlier versions do not have this function. Adobe Reader version 7 is free and available from www.adobe.com/products/acrobat/redstep2.html. This is a large file and may take some time to download if you have a slow Internet connection.

Note: If you cannot open a PDF file in Adobe Reader, you may not be using the latest version.

To Fill Out a Form:

1. Select the hand tool.
2. Position the pointer inside a form field, and click. The hand tool changes to a vertical bar to type text. The hand tool changes to a hand pointer when selecting a button.
3. After entering text or selecting an item, check box, or radio button, either:
 - a. Press Tab to accept the form field change and go to the next form field
 - or
 - b. Press Shift+Tab to accept the form field change and go to the previous form field
 - or
 - c. Press Enter to accept the form field change and unselect the current form field.

In a multi-line text form field, pressing the "Enter" or "Return" key goes to the next line in the same form field. You can use the "Enter" key to accept a change and unselect the current form field. Press the "Escape" key to reject the form field change and unselect the current form field. If you are in Full Screen mode, pressing Escape a second time causes you to exit the Full Screen mode.

To Print, Save and Submit the Data:

After you have completed the form,

1. Print a copy for your records.
2. Save the data by using the "Submit" button on the top or bottom of the form and follow the instructions. Save to a location on your computer using a separate file name that includes your parish name and city (e.g. ElectionStMaryIowaCity).

Important: You cannot save the data in a form using the Save or Save As commands. These commands save the form itself, but not the data entered into the form fields. To preserve data entered into form fields, you must export the data. For more information, see Exporting and importing form data.

After the data has been sent via e-mail or saved to send later via e-mail, close the PDF form. If necessary, click on the button "Discard Data and Close Form." You have already saved the data to send. Only the data is saved, not the form with the data.