

Help with Using PDF Files & Forms

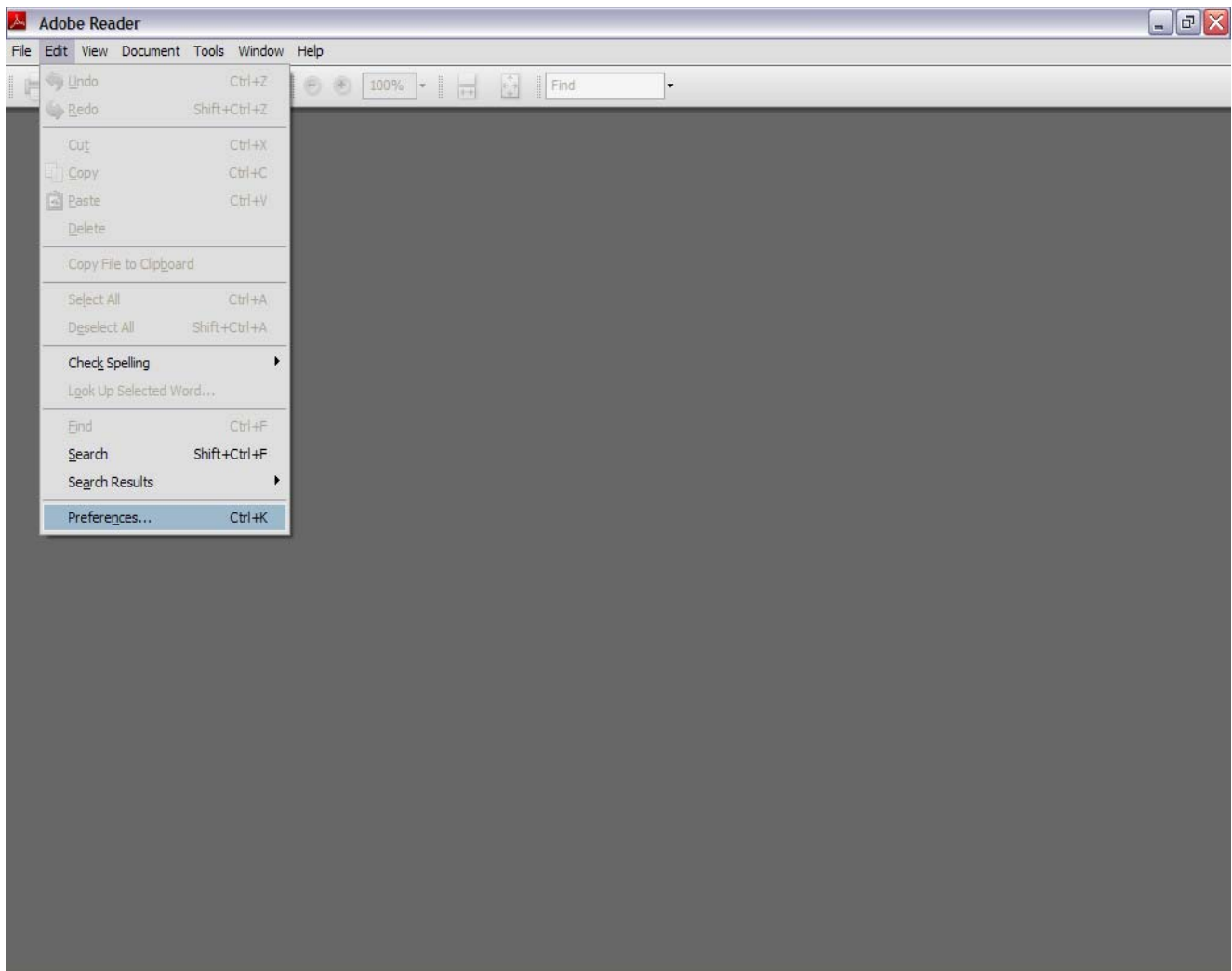
PDF files and forms are opened using the free Adobe Acrobat Reader,

which can be downloaded by clicking here:



To use and fill out PDF Forms Adobe Reader needs to have Java Scripting Enabled, to enable:

- 1) Go to Edit
- 2) Scroll down to Preferences and click

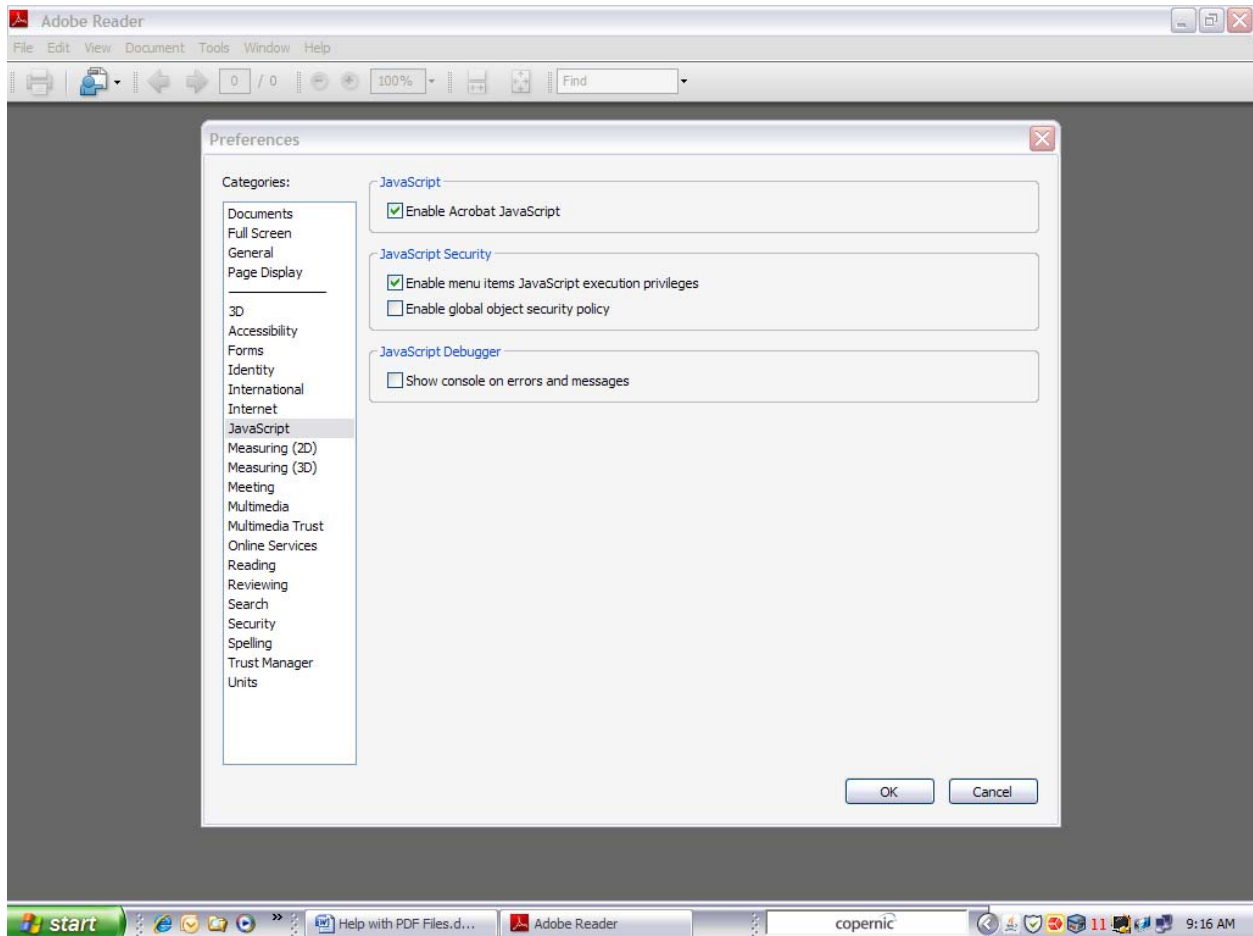


3) Scroll to JavaScript

4) Check the box Enable Acrobat JavaScript

5) Check the box Enable menu items JavaScript execution privileges

6) Click Ok



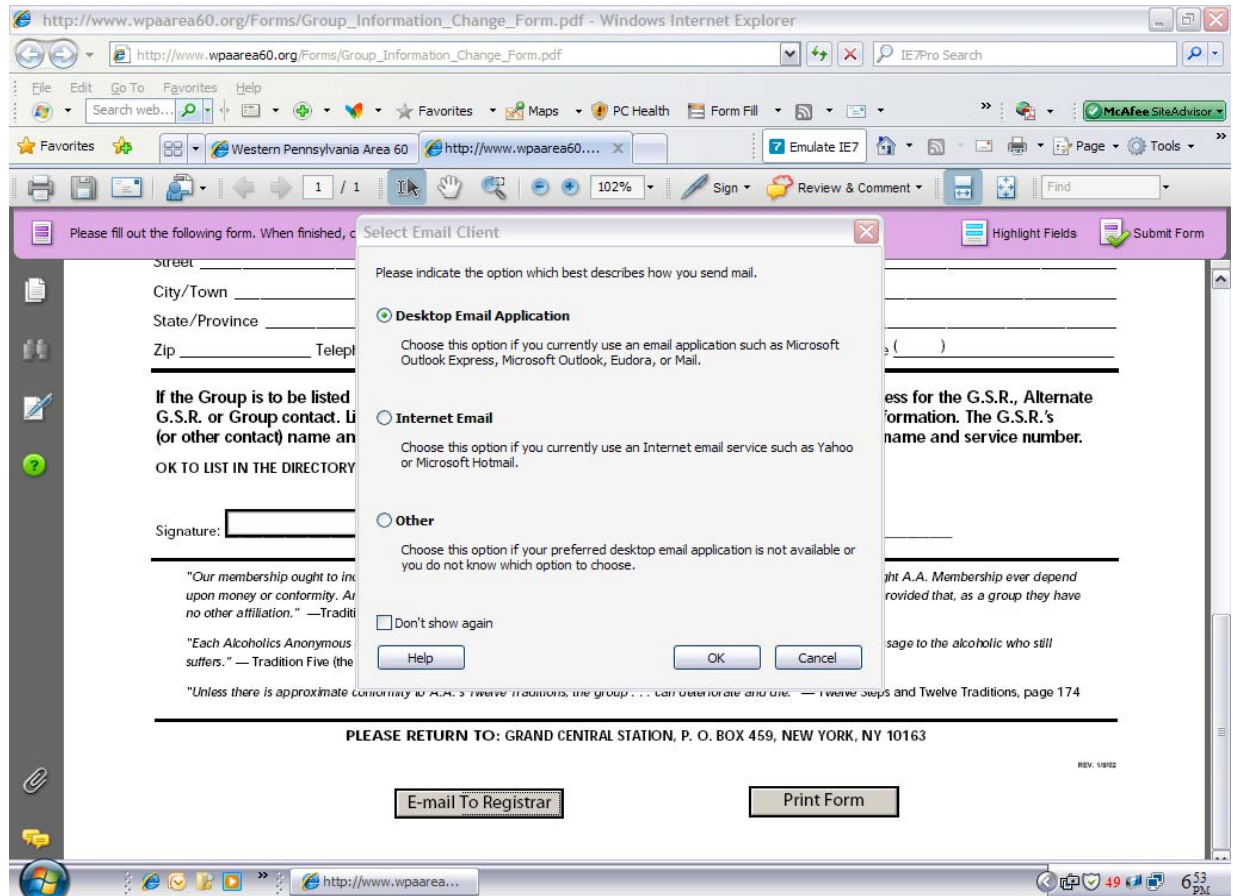
You should now be able to open and use PDF Forms

Emailing PDF Forms

Once you have completed the Form

Click the Email Button

A Window will open asking for you to choose an Option



Choose Desktop Email Application if you use Microsoft Outlook, Outlook Express, Eudora, Windows Mail or any other standalone mail application

Choose Internet Mail if you use Yahoo, Microsoft Hotmail, Gmail or IncerdiMail

Follow on screen directions for saving the file to attach later

Choose Other if you use AOL or uncertain what type of mail program you use.

Follow on screen directions for saving the file to attach later