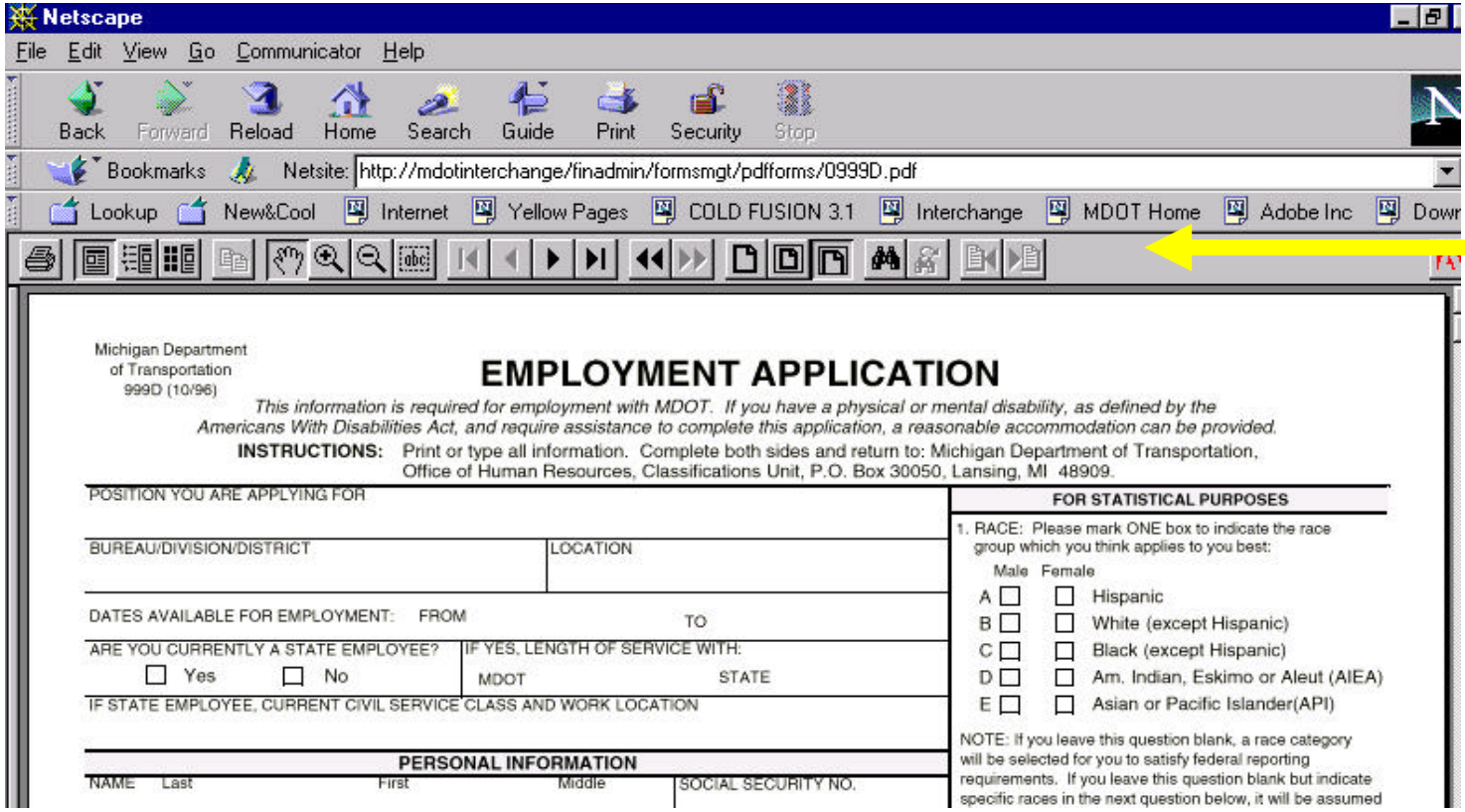
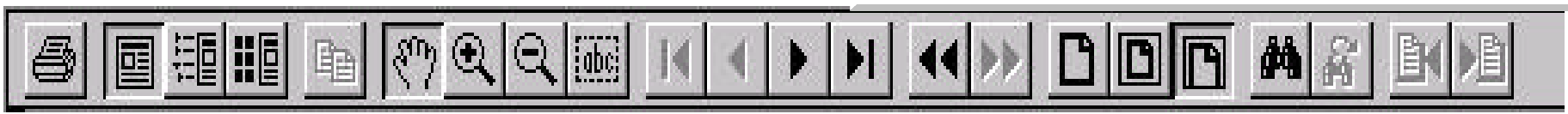
When you open a PDF file in Netscape, your screen will look like this:



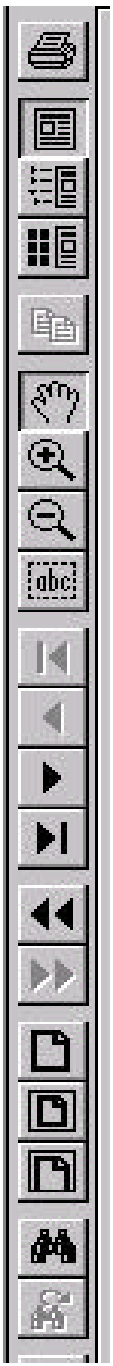
This is the Acrobat Reader Toolbar.

Toolbar Icons

Click Here for Toolbar Definitions



Toolbar Icons



Print

View options

Hand tool

Zoom in

Zoom out

Select text

First page of document

Previous page

Next page

Last page

Go back (previous viewed

Go forward

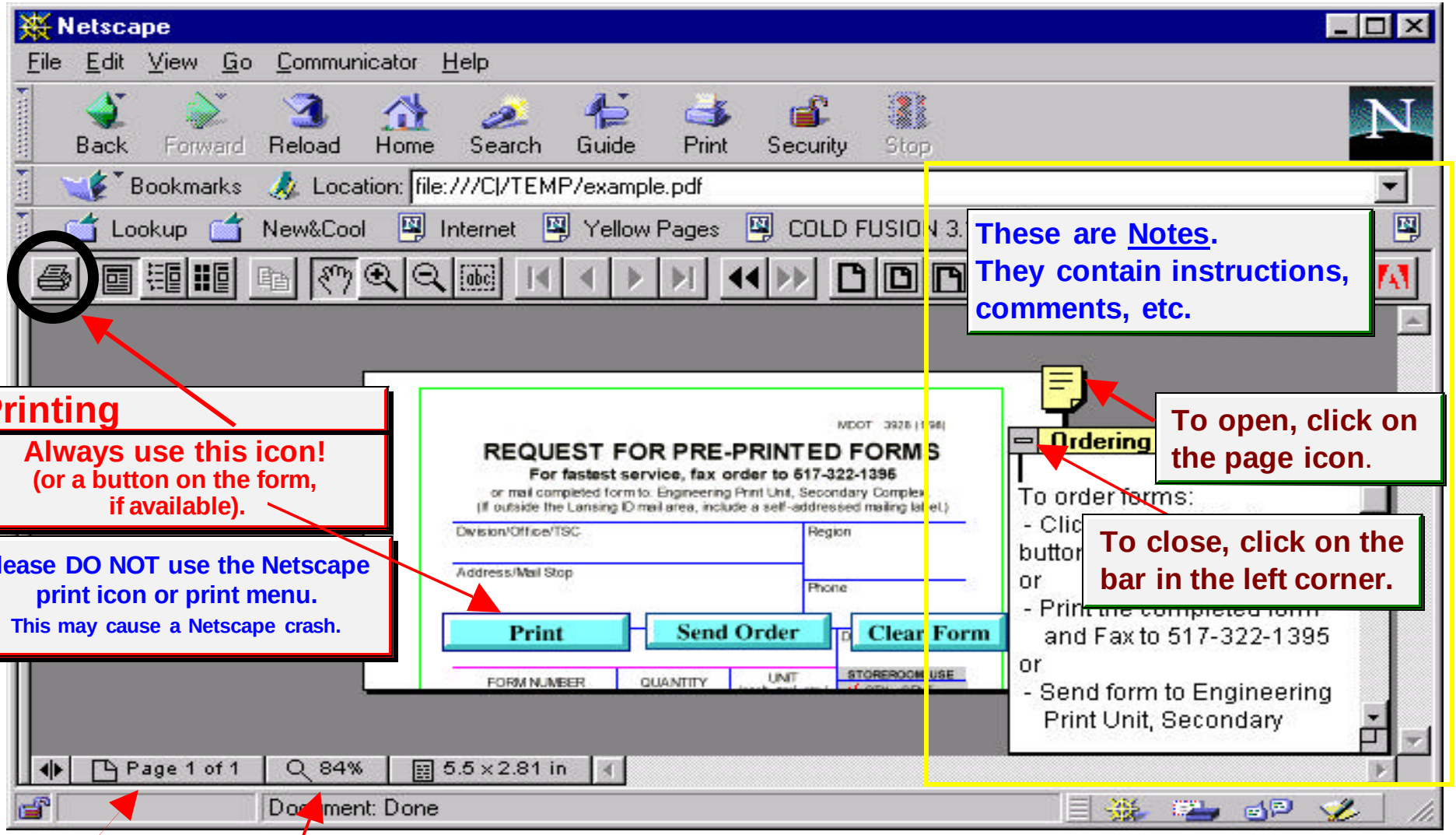
Zoom to 100%

Fit page in window

Zoom to page width

Find (word search)

Other screen elements



You can print any PDF document and some forms can be filled in on line.
You cannot SAVE a filled-in form at this time unless you have Adobe Exchange on your PC.

Important Notes

1. You cannot SAVE a filled-in form at this time unless you have Adobe Exchange software.

2. If you get an empty screen when you try to open an Acrobat file, press "RELOAD" on the Netscape toolbar.

3. To fill in forms
   - Use the PRINT Icon on the Acrobat Toolbar or a print button on the form. Please do not use the Netscape print icon or file menu, since this may cause a Netscape crash.
   - Use your mouse or tab through fields
   - Press "Escape" to erase the contents of a field.
   - Use the "Clear" button to erase ALL fields

4. Print the filled out form ONCE. Get any necessary signatures and then make copies. Be sure to submit the ORIGINAL.

5. If there is a SUBMIT button on the form, you can send your completed document through e-mail (it will appear as an attachment in a GroupWise message).

6. Be sure you are using the newest release of Acrobat Reader available (currently version 3.02). This can be downloaded from the Forms Home Page.

7. Questions? Suggestions? Problems? Please contact Wendi Burton, Form Services, Financial Operations Division. Phone: 517-335-2358 GroupWise ID : burtonwe