

1.0 Requirement

- 1.1 Adobe Reader version 7 or later. You will not be able to open the forms with the older version of Adobe Reader. To upgrade to the latest version, click on the link below:

<http://www.adobe.com/products/acrobat/readstep2.html>.

2.0 Send form via email

- 2.1 Open form and fill in.
- 2.2 Once completed, save a copy of the form (this will also save the data typed into the form).
- 2.3 In the “File name:” box enter the desired filename. Note the location where the file will be saved.
- 2.4 Open email client and attached saved file(s).

3.0 Clear Form Data

- 3.1 To clear all the data entered, click on the “Reset Form” button.