

## Completing Online Forms

You may see the following message across the top of the interactive PDF document, depending on the version of Adobe Reader.



- You will see all "interactive" fields highlighted upon clicking "Highlight fields".
- You will see all "required fields" outlined in red, upon clicking "Highlight required fields".

### Filling in your form

Press the **Tab** key to place the cursor in the start position.

Begin typing your information.

- Use the **Tab** key on your keyboard to move to the next box.
- You can use **Shift + Tab** to move back.
- You can use your mouse to position the cursor wherever you want on the form.
- To fill in check boxes; click your left mouse button or press the spacebar.

You can use the **Reset** button on the form to clear all fields if you need to start over.

### Printing your form

Adobe Acrobat Reader will not allow you to electronically save the information you have entered into your form. You must print a copy of the completed form before closing the file. Some forms may be more than one page, or may be in "landscape" format.

After completing the form on your screen, click on the **PRINTER** icon on the Acrobat Reader toolbar or use the **Print** button at the bottom of the last page.

NOTE: Print 2 copies; one to keep for your records and one to submit to the City.

For the forms that must be commissioned;

- Bring the unsigned form to the appropriate City department.
- To be legally acceptable, these forms must be witnessed and signed by a City Commissioner.

For forms that do not need to be commissioned;

- Sign your name where indicated and mail the form(s) to the return address as provided.
  - When an address is not provided, please mail to the attention of the appropriate department at;

City of Stratford  
ATTN: *Department Name*  
P.O. Box 818  
Stratford, ON N5A 6W1