

**FORM WITH
DATA ENTRY
CAPABILITIES**

INSTRUCTIONS

- TEXT ENTRY FIELDS** Click once with the mouse in the first field of the form. Enter the data and use the tab key to move to the next field.
- CHECK BOXES** To check or uncheck a check box, click the box once with the mouse.
- LAST FIELD** After completing the last field, press the enter key. Otherwise the last field will not print on the document.
- PRINT** To print document, select file, print from menu.
- RESET BUTTON** Use reset button to clear form and enter new data.
- NOTE** No computation, verification or electronic submittal of the information you enter is being done. You cannot save this file, you only have the ability to print it out.