

Please make sure that the latest version of Adobe Reader is installed on your PC. If you need to upgrade, please go to the Adobe link in the "Forms & Instructions " section of the Maryland Workers' Compensation Commission Homepage at <http://www.wcc.state.md.us> or through <http://www.adobe.com>. Make sure that you download the latest **Adobe Reader**. This is the FREE software used to view and print files with a PDF suffix. The Reader works as a "plug-in" with your web browser (Netscape or Internet Explorer) or alone to print and view these documents. Please print the Adobe Reader Guide for instructions on how to best use the software. Pages 51 through 53 pertain to filling out forms in Adobe Acrobat Reader. These instructions are below:

## **Filling out forms (Version 7.0 or later required)**

You can fill out forms in PDF documents in Acrobat Reader and print them , but you cannot save a completed form onto your PC with Reader freeware. You can print the form and complete it by hand or typewriter or complete the form in Acrobat Reader.

### **To fill out a form:**

**1** Select the hand tool.

**2** Position the pointer inside a form field, and click. The I-beam pointer allows you to type text. The arrow pointer allows you to select a button, a check box, a radio button, or an item from a list.

**3** After entering text or selecting an item, check box, or radio button, do one of the following:

**-Press Tab** to accept the form field change and go to the next form field.

**-Press Shift+Tab** to accept the form field change and go to the previous form field.

**-Press Enter (Windows) or Return (Mac OS)** to accept the form field change and deselect the current form field.

In a multi-line text form field, **Enter or Return** goes to the next line in the same form field. You can use **Enter** on the keypad to accept a change and deselect the current form field.

Press **Escape** to reject the form field change and deselect the current form field. Pressing **Escape** when you are in Full Screen mode causes you to exit Full Screen mode. Pressing **Escape** a second time rejects the form field change and deselects the current form field. When the form is completed, print & mail to the Commission.

**To clear a form in a browser window** do one of the following:

Select the Reset (Clear) Form button.

Exit the Acrobat viewer without saving the file, and start again.

Clicking the Reload button or the Go Back button, or following a link in a World Wide Web browser window, does not clear a form.

***Important:*** *There is no undo for this action.*

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**Please note that forms are programmed to be completed as directed. Fields that are required to be completed must be completed. Choices that exclude other choices or fields from being checked will not fill once the selection has been made.**

**FORMS FIELDS have a limitation in the number of characters that can be accepted. The fields will not allow characters to spill beyond the fillable space. you will receive an error message.**