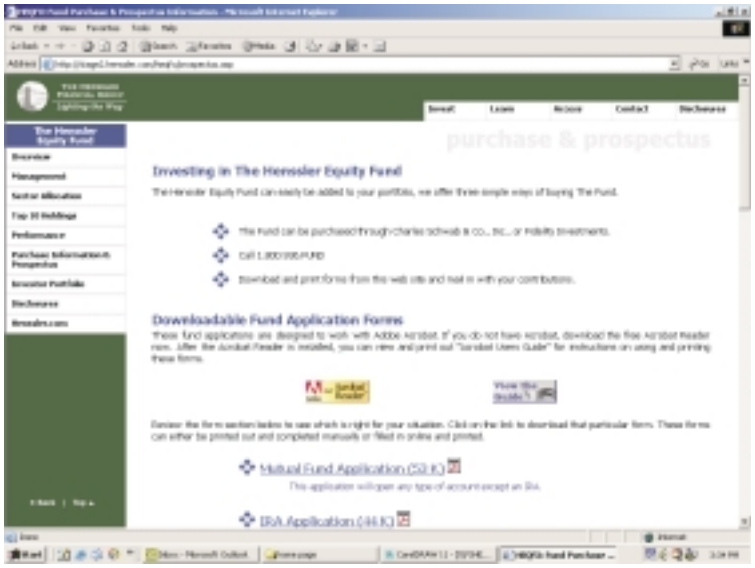
HOW TO USE ADOBE ACROBAT

Opening Adobe Acrobat Documents from this Site

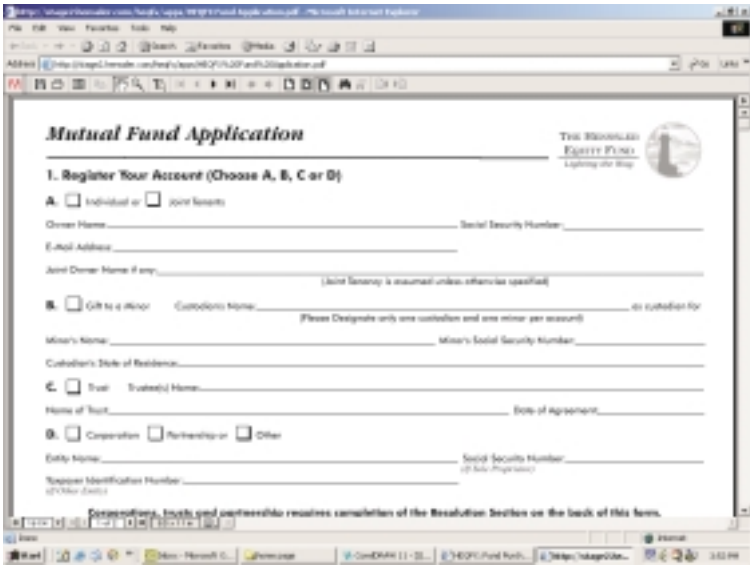
Please note: The information typed into these forms cannot be saved in Adobe Acrobat. Once you close the document you are working on, all information typed in will be erased.

Please print out these forms first and fill them in by hand. When you have checked your figures, type the information into the forms using Adobe Acrobat, review and print out the forms for mailing.

1. Move mouse over underlined link and click.



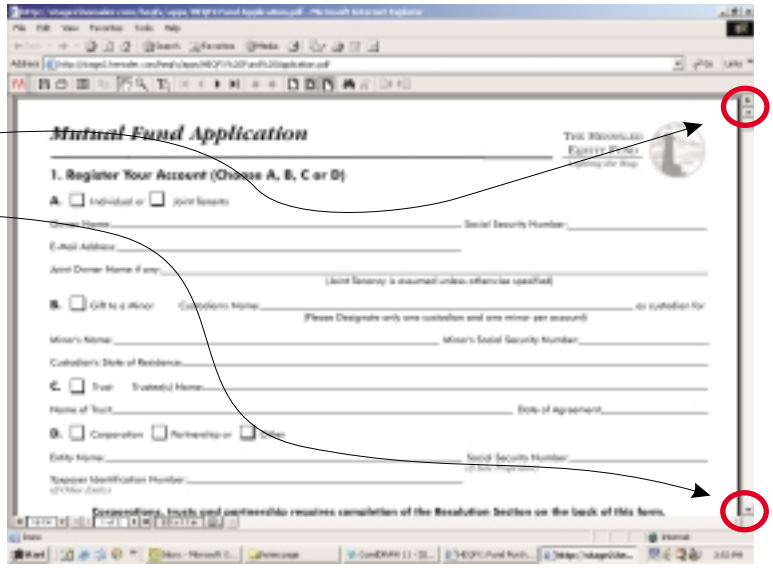
2. If Adobe Acrobat is installed on your computer, the document will automatically open in it's own window.



3. To read this document simply scroll down the page using the scroll tools on the right side of the screen.

▲ will move you up the page.

▼ will move you down the page.

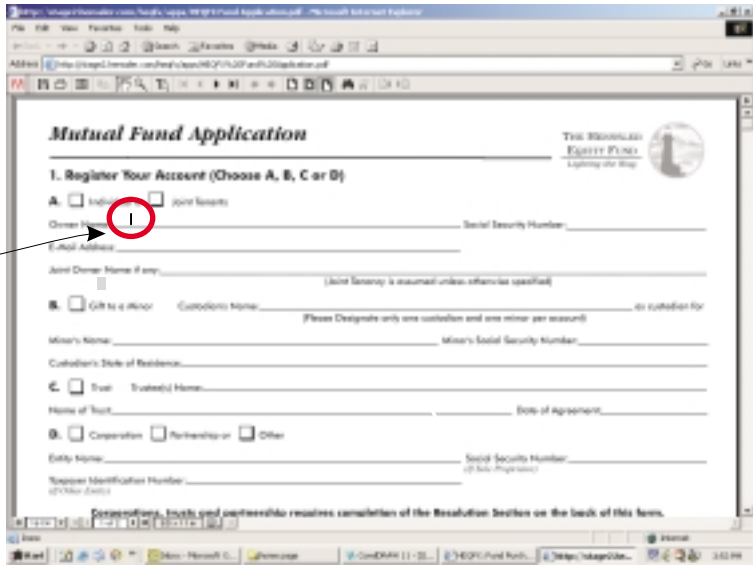


HOW TO USE ADOBE ACROBAT

Filling Out and Printing Adobe Acrobat Documents from this Site

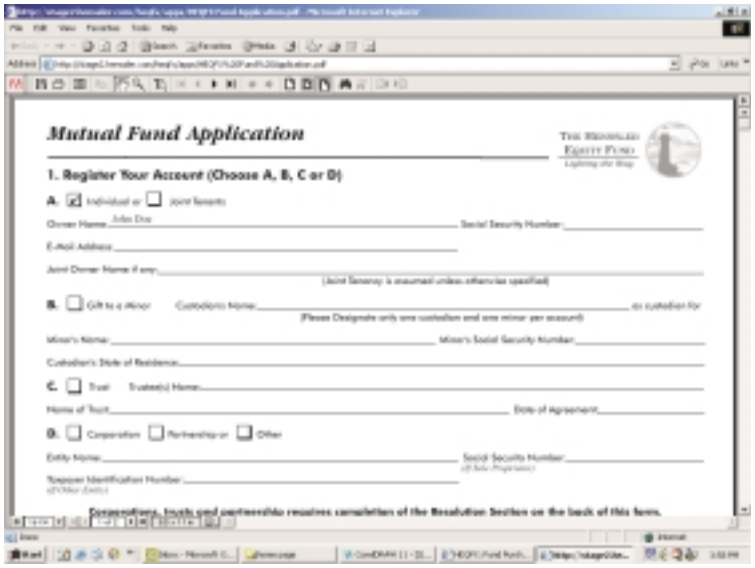
1. Once a document is open, you can fill out form fields by clicking on the gray boxes with your mouse.

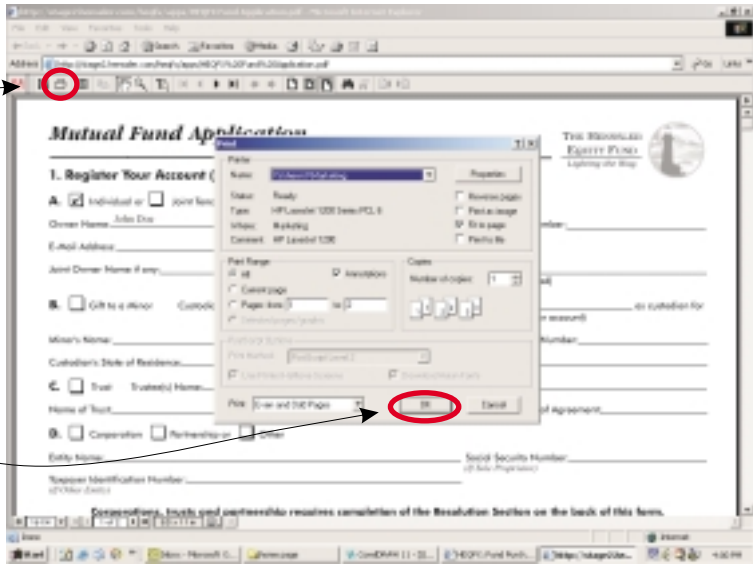
   A cursor will appear in the box you clicked.



2. Simply type in the appropriate information.

   Depressing the "tab" button on your keyboard will advance you from one gray field to the next.



3. To print, click on the print icon.

   This will prompt the print menu. To print the form, simply check the print information and click "OK."