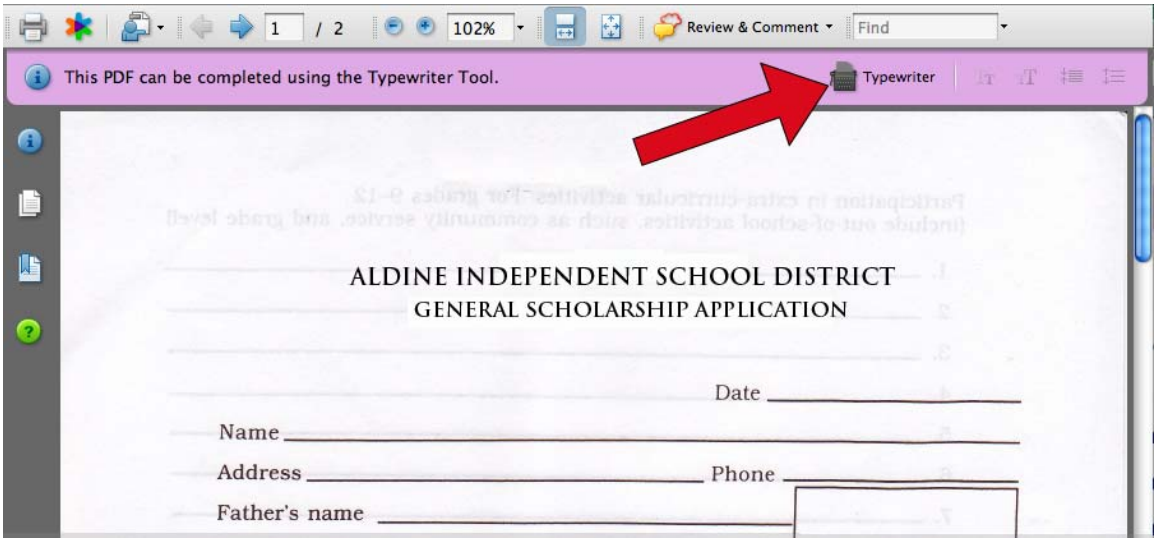
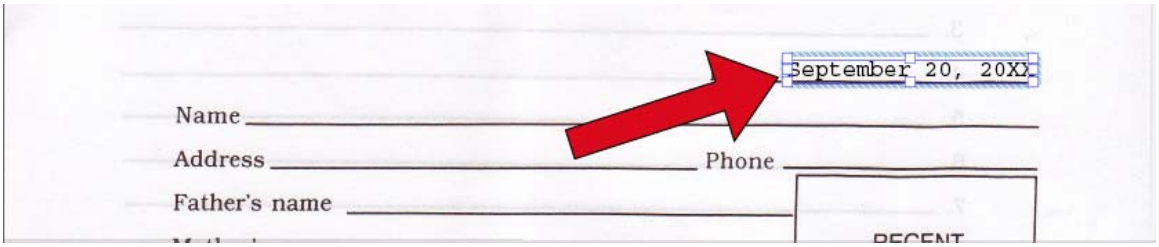
Application Tutorial

Use these instructions to assist in completing a downloaded application using Adobe Acrobat Reader. Adobe Acrobat Reader is a free download and may be downloaded at http://www.adobe.com. Any version of Acrobat Reader will allow printing of the application, but in order to complete the application on a computer, the latest version of Acrobat Reader (Version 8) is required. Adobe Acrobat Reader 8 is a free download. If any other version of Acrobat Reader is used, the application completion instructions below will not apply. Just print the application and complete it using another method. It is highly recommended that Version 8 be downloaded to take advantage of the full range of capabilities of the software.

After downloading the application by clicking on the "Download Application Now" button, the application will appear on the desktop with all the fields blank. To complete the application, click on the Typewriter Tool once (see arrow below).

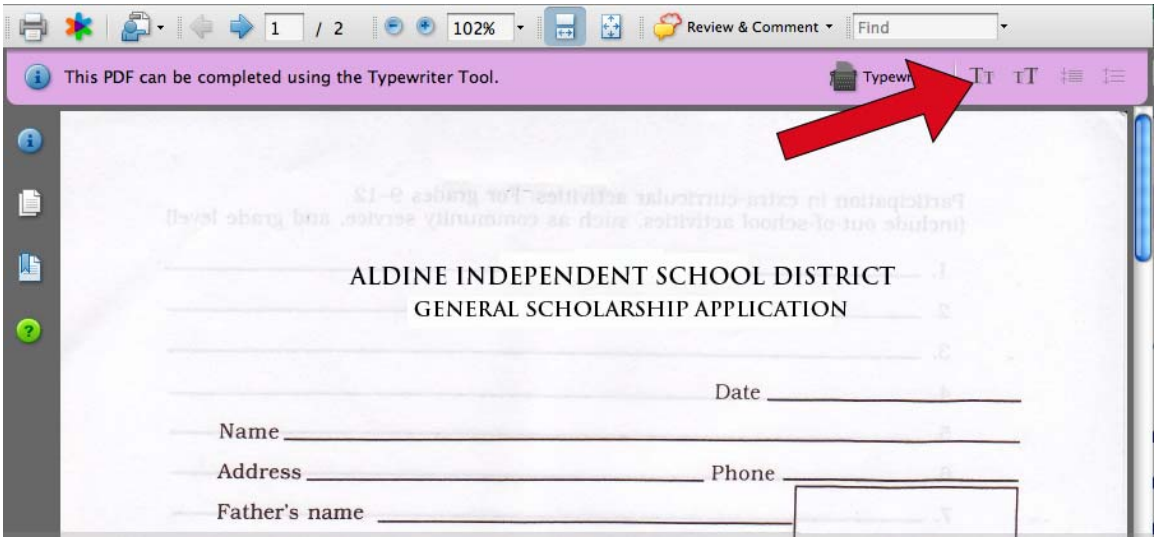


Then move the cursor where the text should be inserted and click the mouse once. Type the required information on the first line of the form. If there are multiple fields on a single line, the text can be properly placed by using the tab key or the space bar or simply click on the Typewriter Tool again and reinsert text. If the text is not inserted in exactly the correct position; it can be adjusted by clicking the mouse once with the cursor moved off the text, then clicking the mouse again with the cursor on the text. This action will produce a text box that can be moved to any location simply by dragging (see arrow below).



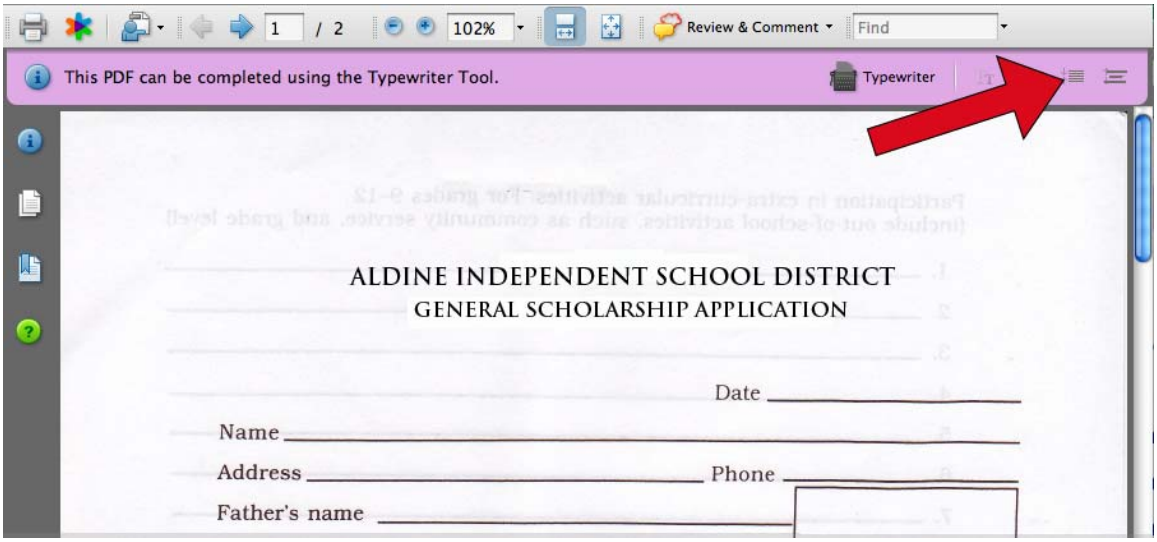
To insert the next line of text simply click on the Typewriter Tool once again and move the cursor where the text should be inserted, click the mouse once and begin typing. **The Typewriter Tool must be clicked on for each line of text**. However, it is not necessary to click on the Typewriter Tool when writing an essay. Just hit the return key when at the right margin and the text will automatically "rap" to the next line. After some practice it becomes very easy to use the Typewriter Tool as it is very intuitive.

The text in a text box can be manipulated in several ways by utilizing other tools in Acrobat Reader 8; however, the font **cannot** be changed. To change the size of the font, double click on a text box, then select the text in a text box that needs to be changed by click hold and drag (the selected text will be highlighted). Next, click once on the Text Sizing Tool (see arrow below).



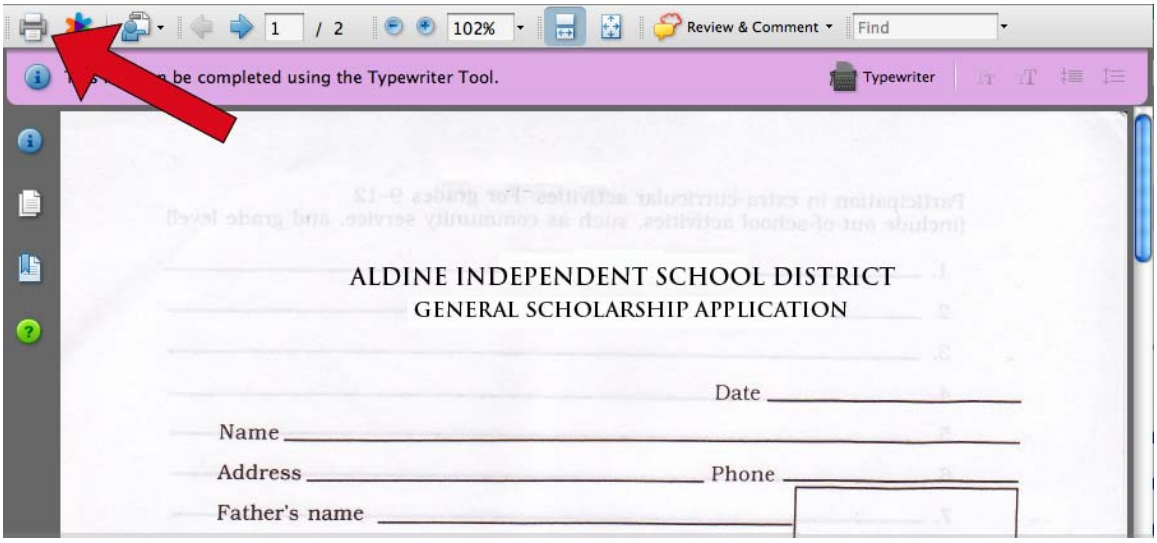
The Text Sizing Tool on the left side decreases the size of the text and the Text Sizing Tool on the right side increases the size of the text.

Remember when writing an essay with Acrobat Reader 8, use the return key to move to another line of text. After writing an essay, the spacing of the text can be adjusted by using the Spacing Tool on the far right side of the tool bar (see arrow below).



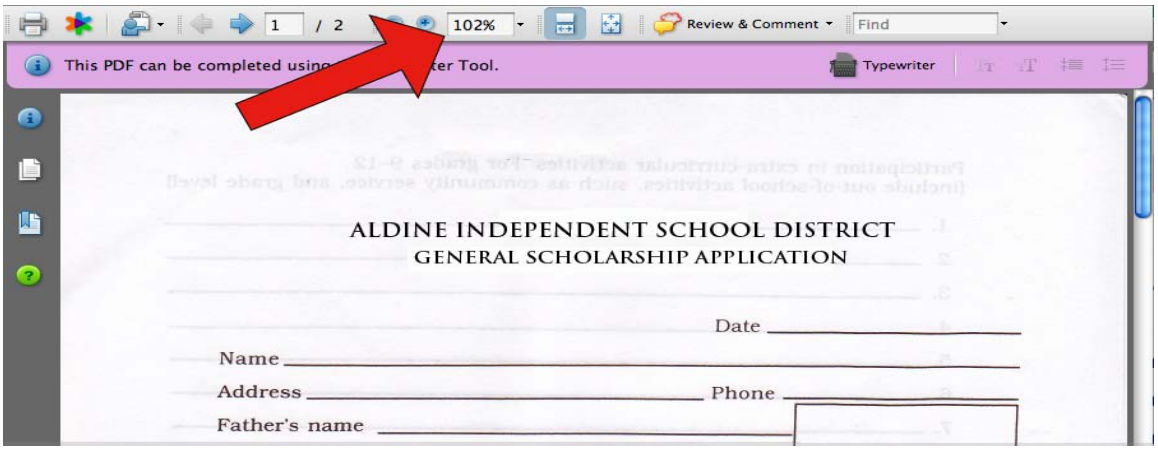
This feature is particularly useful if the downloaded application contains a lined page for the essay. To adjust spacing of the text, simply select it as above, click once on the Spacing Tool and then adjust the spacing by clicking the mouse. The button on the left side of the Spacing Tool decreases spacing, while the button on the right side of the Spacing Tool increases spacing.

After completing the application it can be printed by clicking on the Printer icon located in the upper left hand side of the tool bar (see arrow below).

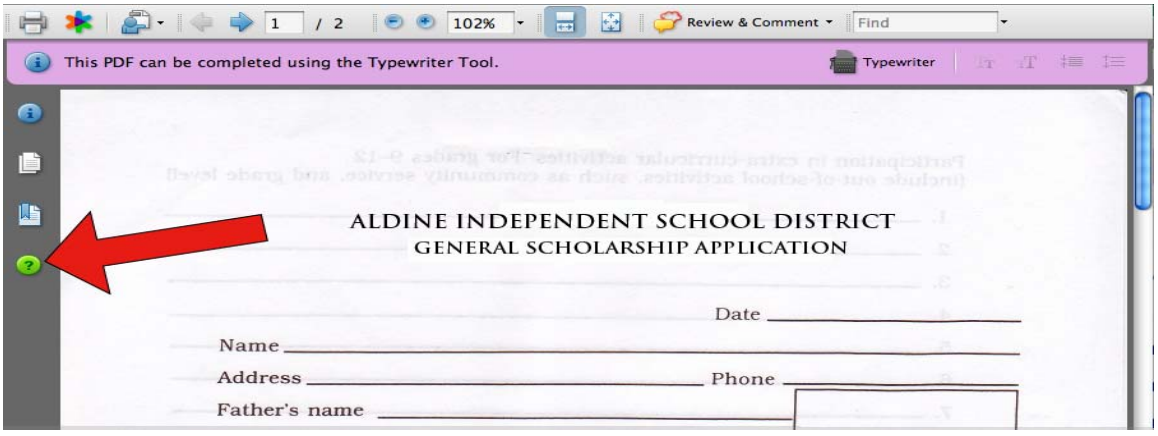


This will bring up a Print dialog box. Continue as usual to print the application complete with all the data fields filled in, ready for submission. The completed application can also be emailed by going to the pull down menu “File”, then “Attach to Email”. This feature has limited use as many applications require attachments such as transcripts, but may be of use in delivering the application in a timely manner by delivering it electronically.

Some other features of Acrobat Reader 8 that are helpful include the Zoom Percentage tool that allows adjustment of the viewable size of the document (see arrow below).



This tool changes the viewable size of the application, but it has no effect on the size of the printed document. If the application is downloaded at a smaller magnification it may be difficult to work with, so use the Zoom Percentage Tool to increase the viewable size of the document.

Also, spell check is automatically activated and a red line will automatically appear below misspelled words (see arrow below).

There is also a built in "Help" feature in Acrobat Reader 8 which can be accessed by clicking on the green button with the "**?**" symbol located on the left side of the document.