

COMPLETING A FIELD-FILLABLE .PDF DOCUMENT

1. Add the website to your Favorites. It will come up at the first portal page that requires the user to select a page and enter the password for that page.
2. Save the blank document onto your own computer. Ensure that it's saved as the master template for that reporting form. Do not complete the forms while online.
3. To begin, place the cursor in the first field using the mouse. The fillable fields may appear light blue (depending on the computer settings), but should turn white where the cursor is placed. Navigate through the fields with either the mouse or <tab> from field-to-field.
4. The fields will automatically center under the headings. For long names, the more character letters typed, the smaller the font becomes in order to fit into the space.
5. Date fields requiring a month, day and 4-digit year will convert to the month spelled out the field is exited. If not entered correctly, the entry will delete and the user must try again. If a full date is unknown, leave the field blank and hand-draw dashes or write 'unknown' in the field before submitting the completed document.
6. Items that need numbers require a numeric entry. The entry will delete and the user must try again if any other character has been entered. There may be exceptions where literals may be entered.
7. Some items with checkboxes allow only one selection. Tab and use the spacebar to select the box or select the box with the mouse. If an error is made, however, re-selecting with the spacebar will not work – i.e., the mouse must be used to unselect and make the corrected selection.
8. Multiple selections may be made in the Race items (which is how mixed races are indicated).
9. Review the form carefully for typographical errors and make any necessary corrections before printing and closing the window. Once the window is closed, the data will be lost unless the user does a <Save As> and renames the file.
10. For forms filed by hard copy, print the report on the official registration security paper furnished by the state vital records office.