



### **Filling out a form**

1. Position the mouse cursor inside a form field. The I-beam cursor allows you to type text. The arrow cursor allows you to select the checkbox.
2. After entering text or selecting a checkbox, choose from the following:
  - Press Tab to accept the field change and go to the next field.
  - Press Shift + Tab to accept the field change and go to the previous field.
  - Press Return or Enter to accept the field change and deselect the current field.
  - Press the Escape key to reject the field change and deselect the current field.  
If you press the Escape key a second time and you are in Full Screen mode, you will exit Full Screen mode.

### **Clearing a form**

Click the Reset Form button or exit Acrobat Reader, and start again.

### **Submitting the form**

Click on the Submit Form button to send to Tyler Parra to process your order.

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