

## Tips for Viewing and Using Fillable PDFs

### **Save the form to your computer before completing it**

Fillable PDF forms may be completed and saved using [Adobe Acrobat Reader](#), or a similar application, (this software must be downloaded on your computer). You can either type information directly into each field or copy and paste text. The font is preselected and cannot be changed. Use only regular text (upper and lower cases); the system will not accept underlined text, bold or italics, script or formulas, curved or slanted apostrophes, double quotation marks or long dashes.

You can save your data and re-open the file later to modify or enter additional information.

### **Submitting fillable forms**

To submit a form using [Adobe Acrobat Reader](#), or a similar application, you can directly click on the **"SEND FORM"** link at the bottom of the form. Or you can attach the form and send it by email to [clerk@nsidfl.gov](mailto:clerk@nsidfl.gov)

### **Use the latest version of Adobe Acrobat Reader**

To open and complete the PDF application forms, you will need Adobe Acrobat Reader, or a similar application, (the latest version is recommended). If you do not have it installed on your computer, you may download the latest version free of charge from <http://get.adobe.com/reader/otherversions>.

### **Print from Acrobat, not the browser**

If the fillable form is displayed within your web browser's window be sure to use the printer button on the Acrobat toolbar menu to print the form instead of your web browser's print function.