



Advancing the Effective  
Use of Technology in Education

# NISD Technology Services

## **On-Line Forms**

**Helpful Hints and Tips for Completing Forms on the Internet**

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# On-Line Forms

## Introduction

Online forms have become increasingly popular over the past few years. When used effectively, online forms offer various benefits such as make changes to your responses without re-doing the entire form, not having to worry about neat handwriting, and save money on printing paper forms.

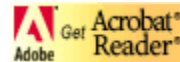
There are two different types of forms found on the Internet – HTML forms and PDF file forms.

HTML forms are web browser based forms that can only be accessed with an Internet connection.

## What is a PDF file?

Adobe® Portable Document Format (PDF) is a universal file format that preserves all of the fonts, formatting, colors and graphics of any source document, regardless of the application or platform used to create it. PDF files can be viewed by anyone with Adobe Acrobat® Reader™.

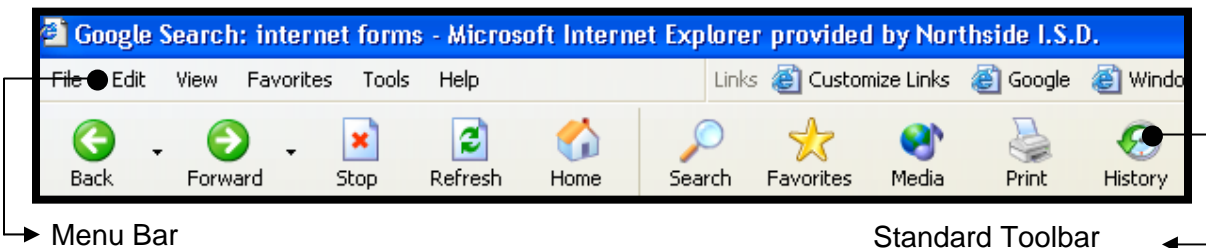
## Adobe Acrobat vs. Acrobat Reader



Adobe Acrobat is the software that creates PDF documents. This software should be purchased before it is installed.

Acrobat Reader is the software that reads PDF documents. This software is free and downloadable from <http://www.adobe.com>. Once installed, Acrobat Reader will automatically launch whenever you double-click a PDF file.

## Standard Toolbar and the Back Button



Most HTML forms completed online displays both the Menu Toolbar and the Standard Toolbar. These toolbars can be used to save, print and navigate on the web.

## On-Line Forms

While in the process of completing an HTML form, it is recommended using the navigational button located on the form and not on the Explorer Toolbars.

It is also recommended not to hit [ **BACK SPACE** ] key on your keyboard when you have completed an HTML form. This action will return you to the previous webpage in your browser.

### Navigating through a form

The two most common methods of navigating through an on-line form are using the [ **TAB** ] key and/or the Down Arrow key ▼. Forms are designed to navigate in logical order.

- To proceed to the next field, press [ **TAB** ] or use your mouse to click on the next form field
- To go to the previous field, press [ **SHIFT** ] + [ **TAB** ] or use your mouse to click on the previous form field

### Text Boxes

Text boxes allow you to type text or numeric data into a field. These boxes are configured to accept a maximum number of characters. Depending on the box size or space provided, you will be allowed in enter a single line or multiple lines of text.

#### Single-Line Text Box

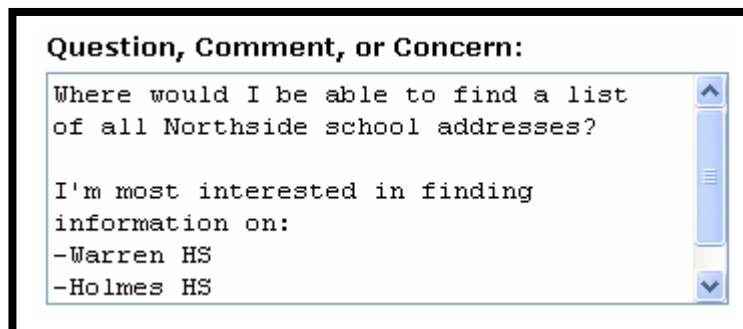
Single-line text boxes allow you to enter text on a single line.



Last Name:

#### Multi-Line Text Box

Multi-line text boxes allow you to enter multiple lines and the text will automatically “wrap”. Much like in a word processing application, pressing the [ **ENTER** ] key at the end of a line will move the cursor to the next line of text.



**Question, Comment, or Concern:**

Where would I be able to find a list of all Northside school addresses?

I'm most interested in finding information on:

- Warren HS
- Holmes HS

# On-Line Forms

## Entering Text

- Point and click inside the text box
- A blinking cursor will appear, then begin typing

## Spell Check in MS Word

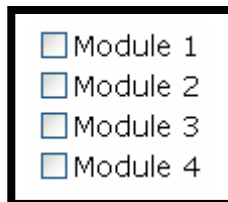
The Spell Check Tool is not accessible while completing an online form. The following steps are an option to check for misspelled words:

- Draft your answer in Word
- Use the spell check tool in Word to correct any misspellings
- Copy your answer and paste it into the text box on the form

## Check Boxes

Check boxes are used to select an option or more than one option from a group listed.

- Place and click your cursor over the box in which you wish to select
- Click again to de-select an option



Module 1  
 Module 2  
 Module 3  
 Module 4

## Radio Buttons

Radio buttons are used on forms to ensure that a user selects only one item from a list of two or more choices.

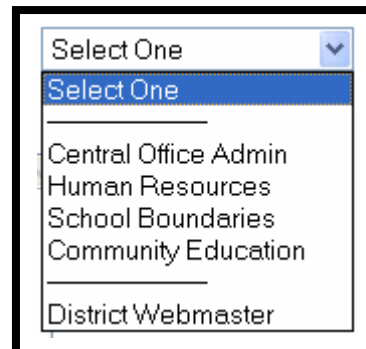


Male  Female

- Place and click your cursor over the circle in which you wish to select
- Click again to de-select an option

## Pull down menus

Pull down menus are used to select an option from a group listed.



Select One  
Select One  
Central Office Admin  
Human Resources  
School Boundaries  
Community Education  
District Webmaster

## On-Line Forms

- Click on the arrow to the right of the menu box to see the various selections
- Click to select your desired option

### Buttons / Submitting a form

All HTML forms include at least one button for submitting the information once it has been completed. In addition, forms often include a button for resetting all the entries if a person wants to start over.



Once a form has been properly submitted, a confirmation page will appear confirming you have successfully submitted a form.

### Required fields

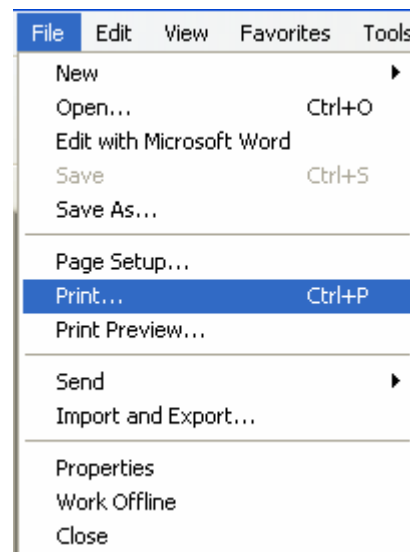
Required fields are usually denoted with a red asterisk ( **\*required** ). Information in these fields are required before submitting a form. If you do not enter data in every "Required Field", all or some of your work will be lost and cannot be retrieved. Information will not be submitted until the required fields are completed.



### Printing a form

Once you have completed filling in a form, select [ **FILE** ] and then [ **PRINT** ] from the Menu Bar.

A print dialog box will print and allow you to set up your print job.



# On-Line Forms

## Saving forms you have completed

Certain HTML forms can not be saved on your computer to be completed at a later time.

PDF forms can be saved after they have been downloaded.

## Downloading a blank form

Downloading a file will allow you to view and print a file without having to connect to the Internet. Downloading allows you to have a copy of the form or permanently saved on your computer.

- Click on the link or button to download the form
- Select [ **SAVE** ] in the download dialog box
- Navigate to your selected destination
- Rename you the form if needed
- Click [ **SAVE** ]

