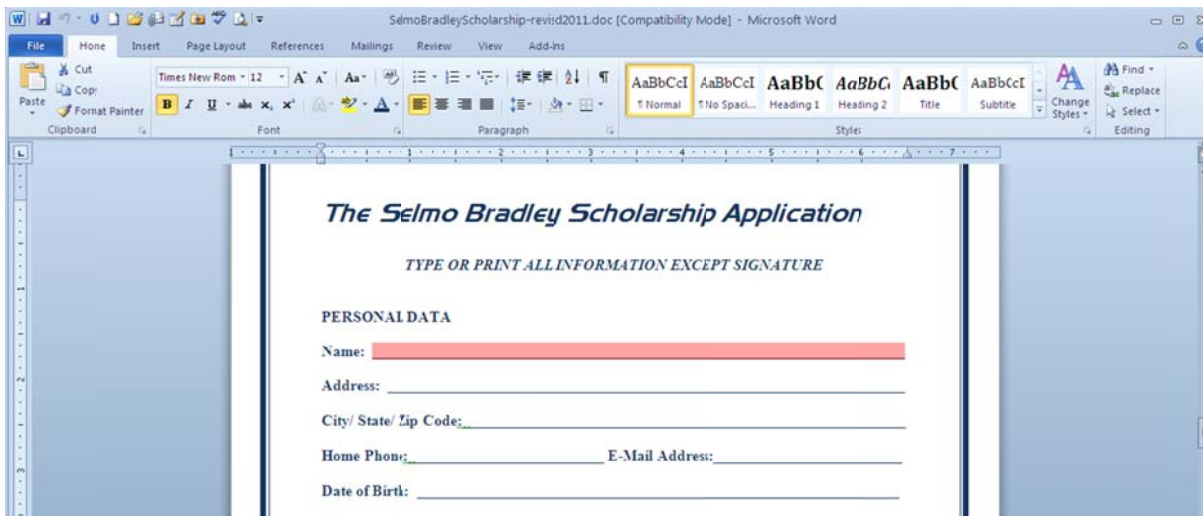


## DIRECTIONS FOR COMPLETING ELECTRONIC FORMS FOR PRINTING

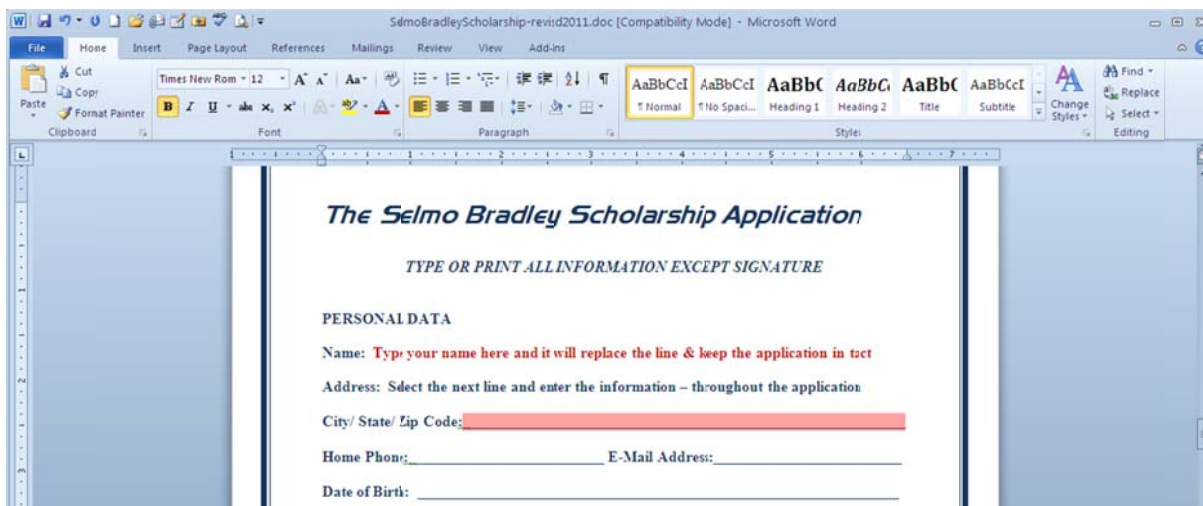
- Please Do Not submit your application by E-mail!
- Please complete the information and submit all documents as requested in the scholarship's directions.

### Microsoft® Word Document:

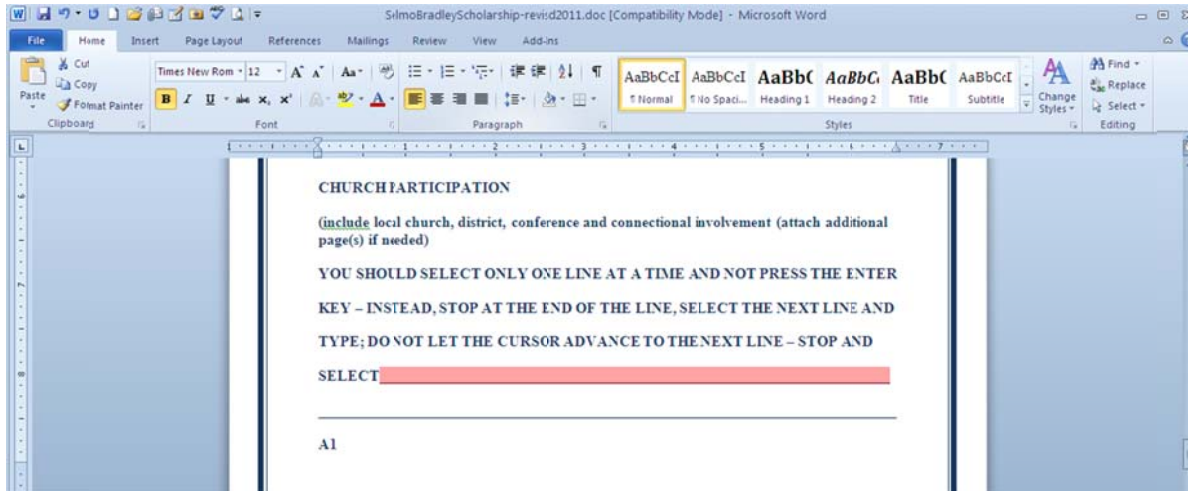
1. Please read the directions preceding the application form
2. To complete the required application information, you must **SELECT THE LINE or LINES** (left-click, hold down and drag to the end of the line) to replace each line with the information requested:



**The 'Name' LINE is selected above in pink; now type your information:**



**Your information will replace the line and leave the application in tact.**

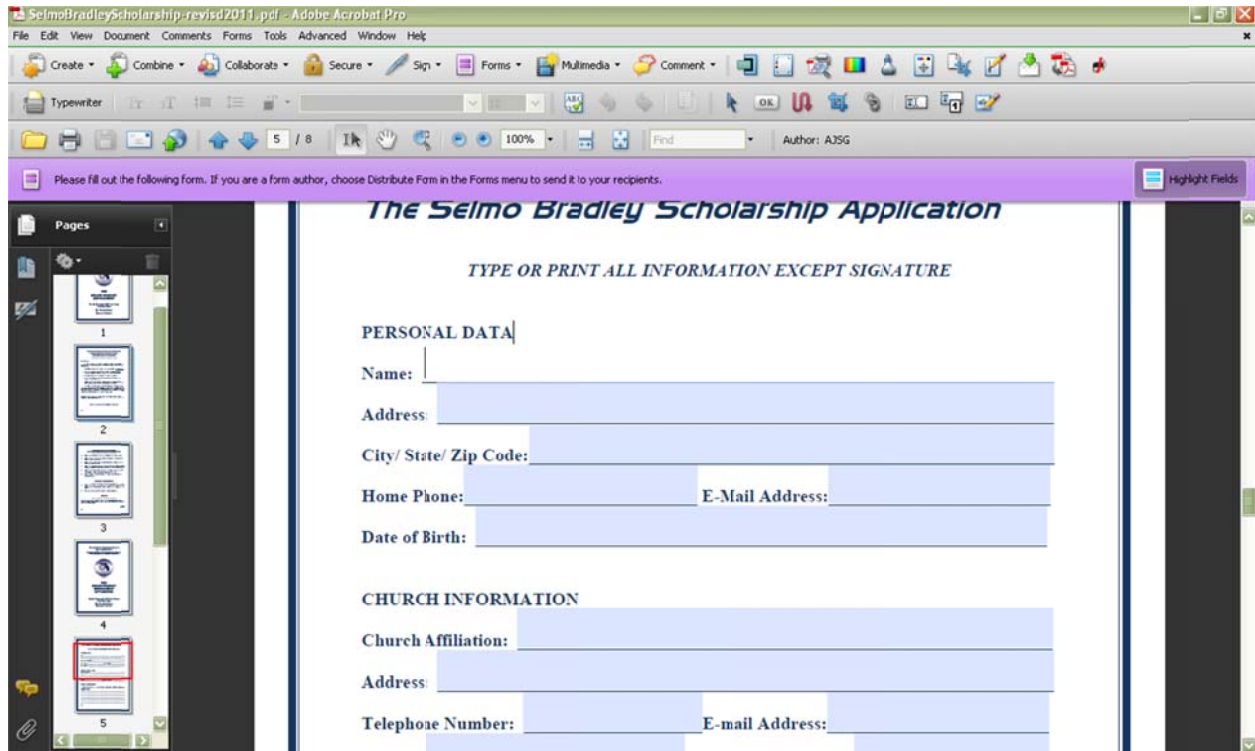


**Be careful to select and replace only ONE LINE AT A TIME, stopping at the End of a line before selecting another one to replace with typed information. DO NOT PRESS ENTER (hard return) OR ALLOW THE CURSOR TO ADVANCE TO THE NEXT LINE (soft return) – unless you are familiar with Microsoft® Word software and can enter your information without losing the original formatting of the lines.**

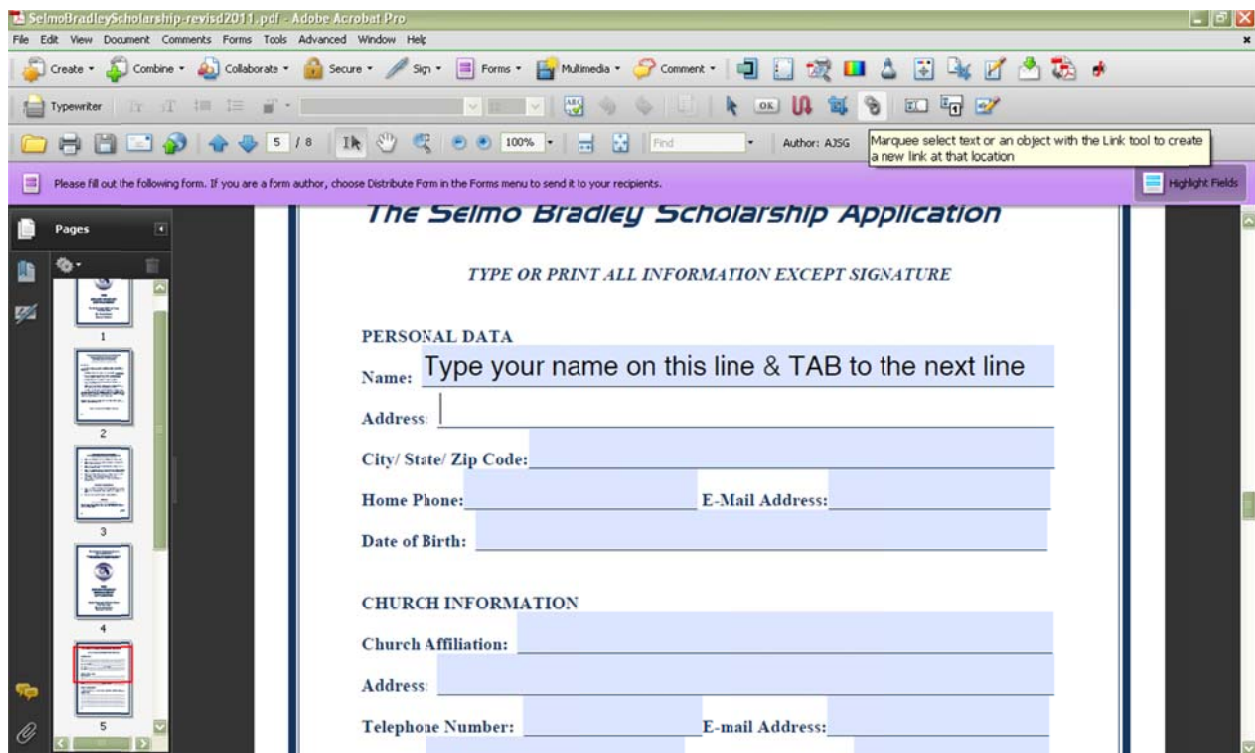
- 3. Continue the same process throughout the application until all areas are completed. If you are having a problem or need assistance with the electronic process, please email: [ajsg@eedlo.org](mailto:ajsg@eedlo.org) for assistance.**
- 4. When the application is completed, print and submit it according to the scholarship directions. There is no need to submit the directions with the application – those are yours for reference.**

### **Adobe® PDF – Document/Form with Interactive Fields**

- 1. The Scholarship Application in PDF is much easier to use as an electronic form with interactive fields that you may place your cursor in/on and type your information without selecting any lines (but you won't be able to SAVE your typed information using Adobe® Acrobat Reader).**
- 2. You may also activate the 'Pages' content in the left column of your Adobe® Acrobat Reader software as a guide through the application.**
- 3. An instruction bar will appear with a button on the right, allowing you to display or not display 'Highlighted Fields' on the form.**
- 4. Unless you have the full Adobe® Acrobat Software Program, *YOU CAN NOT SAVE* your TYPED INFORMATION in Adobe Acrobat READER! You may only enter your information, and PRINT THE FORM with the information completed. You will NOT be able to SAVE the form data!**



- The highlighted field will disappear when you place your cursor on the line
- Toggle the highlighted fields on and off with the button on the lavender bar
- Tool tips/field names will appear as your mouse hovers over a button or field
- You can adjust the size and style of the font (typeface) used to enter your data



Remember, with only Standard Adobe® Reader, you **Can Only PRINT** your entered data!