

Using the “Typewriter”

The typewriter tool allows you to type onto the PDF document. It is accessed as follows:

- Open the Document
- Select the “Tools” Tab in Adobe Reader
- Select the “Typewriter” option
- Select “Show Typewriter Toolbar”
- Click on the “Typewriter” icon on the toolbar and then move the cursor to where you want to begin typing

You will need to click on the icon each time you want to move the cursor. There are some column entries that may allow you to use the return key to keep typing in the column. This method may cause misalignment of figures, so you will need to use your own discretion with this input method.

Although you cannot change the text color of your input, we will be able to distinguish your input from the prefilled information on the return.