Instructions and Tips for using Fill-In Forms

The Engineers and Surveyors applications and all accompanying forms (except the Affidavit of Eligibility) must be typed. Handwritten applications will be rejected. To help you accomplish this, we have developed Microsoft Word fill-in forms (you must have Word on your computer in order to use these forms).

After you locate the document you need, follow these steps:

- On your Internet browser's standard menu bar, click on "File, Save As" and save the document to your computer.
- To move through fields, use the "TAB" key to move forward or "SHIFT, TAB" to move backward.
- For a checkbox, click within the box to add an "X" mark or simply hit the "X" key. Follow the same steps to remove an "X" if you made an error.
- Most fields are restricted in length. If you run out of room while typing, try to edit or abbreviate your words.
- When entering data into both the Experience Summary Forms and the Experience Verification Forms, be sure to keep separate engagements lined up together as shown in the sample form. Use the "ENTER" key within each field to move a column entry down to line up with related data.
 - o Please note: The table is sized to fit on one page and will not expand. Do not continue typing beneath the bottom line; your text will not be seen. Instead, you should continue on a second or third page.
- · Remember to save your work frequently!