

Completing Forms Using Adobe Acrobat Reader

The Office of Greenways & Trails is pleased to offer the Submission Cycle forms for its Acquisition Program in Adobe Acrobat (PDF) with “live fields.”

This will enable the applicant the ability to complete the required forms directly on the computer without the hassle of either converting it to another file format or downloading, printing and typing or handwriting answers on the form.

We would like to offer a few suggestions on how to make this application process experience as pleasurable as possible.

- The submitted forms must look exactly as originally developed by the Office of Greenways & Trails.
- Be certain the Hand tool (on your tool bar) is selected and a cursor appears in a field box when you press the Tab key, or click in the field area.
- To move between fields, either tab or click on the answer area (the cursor will automatically be placed at the beginning of the data field).
- As your pointer moves over the field, a short field description will appear.
- The multi-line answer fields will not allow scrolling. Your response needs to fit within the space allowed. If in order to provide a lengthier explanation, you should attach additional sheets.
- Only those attachments requested in the forms will be accepted.
- When you finish completing the forms, print the file, sign and submit per the instructions.
- Acrobat Reader 5.0 will not allow you to save the file. Should you want to save any of the completed forms, you would need to purchase Acrobat Approval 5.0 (available at www.adobe.com).

You are more than welcome to simply download the PDF file and type or print directly onto the forms, or convert the forms into Word or similar program. Please remember, the format of the forms must remain as originally developed by the Office of Greenways & Trails.

Should you have questions about any of the PDF forms, the Submission Cycle or the Acquisition Program in general, please contact Cindy Radford at 850-245-2052, she may also be reached via e-mail at cynthia.radford@dep.state.fl.us.