

# Common Core State Standards PDF Forms: Instructions

Adobe Acrobat Reader X (the **latest** version of the product) is needed to view and complete these forms. You can download the free software here:

<http://get.adobe.com/reader>

If you are using an iPad or other tablet to use these files, please be sure to download and install the free Adobe Reader app on your device.

Follow these instructions to use the fill-in forms:

1. Position the cursor inside a form field and click. The I-beam cursor allows you to type text. The arrow cursor allows you to select a check box or radio button.
2. After entering text or selecting an item, check box, or radio button, do one of the following:
  - Press Tab to accept the field change and go to the next field.
  - Press Shift+Tab to accept the field change and go back to the previous field.
  - Press Enter or Return to accept the field change and deselect the current field. (Note: In a multiline text field, Enter or Return goes to the next line in the same field; it does NOT accept the field change or deselect the current field.)
  - Press Escape to reject the field change and deselect the current field. Pressing Escape when you are in Full Screen mode causes you to exit Full Screen mode.
3. When you have completed the form, click the Print button (printer icon) to print out the completed form.
4. To save the completed form, click the Save button (disk icon) in the toolbar. (Note: It is recommended that you save forms you fill in with a different file name from the “boilerplate” form, so you can reuse the standard form repeatedly.)
5. To exit, click the X in the top-right corner of the form.

## Tips for Using PDF Forms

FEATURE	TIP
Text entry fields	Click once with the mouse in the first field of the form. Enter the data and tab to the next field.
Check boxes	To select or clear a check box, click the box once with the mouse.
Last field	After completing the last field, press the Enter or Return key. Otherwise, the last field will not print on the document.
Print	To print the form, click the Print button (printer icon).
Save	To save the form, click the Save button (disk icon).