Here's a sample form with instructions

- To move from field to field, press the "TAB" key. To move back use the "Shift/TAB" combination.
- Phone numbers use area codes. Enter you number as 5025551212 and it will format as (502)555-1212. So, press the TAB key to begin. Now, "What's your phone number?" _____
- Enter zip codes with 5 digits.   Now try a zip code. _____
- Dates use the mm/dd/yyyy format. You can enter 1/02/2005, or 01.02.2005 or several other formats and they will format as 1/2/2005.   What's your birthdate? _____
- Some forms that have individual blocks for each number or letter will require you enter one character and then tab to the next block. They're kind of a pain but it's one of those things we learn to live with. Try entering your initials here. ☐ ☐ ☐
- Social Security numbers can be entered without dashes. 111223333 will format as
- 111-22-3333. Enter your SSAN number here. _____
- When entering dollar amounts enter the numbers only.   For small amounts that could have some change enter with the decimal. IE $37.25 would be entered as 37.25   For large amounts such as the amount of insurance on your vehicle, just enter the dollar amount. Example: $250000.00 is entered 250000
  Now you try. What does it cost to fill you gas tank? _____
  About how much did your car cost when it was new? _____
- If there is a check box you can toggle it by pressing the "space" key. Some forms will allow you to type an "X" in the box. Move to this box and press the spacebar. ☐
- Some fields have drop down boxes. Make sure you select the correct item. Do you understand _____
- Some forms require the same information in more than one location (Name on front and back of health forms). Once entered, the information will automatically appear in the other fields. If you change it in one field it will change the other field. If you entered your phone number above it should be here also. _____ If not, then enter it here now
- Some calculations may be automatically performed. Pick a number between 0 and 9 ___. Now pick another on ___   They should add up to _____
- Don't forget to sign forms that require a signature.
- If you do not want to type the information on the form you may download the blank form and print that.