# How To Fill Out Online Scholarships

- **PLEASE READ! Instructions for filling out online form-filled scholarship applications**: **\*\*\*Important\*\*\* You need Adobe Acrobat Reader to open all scholarships on the CCHS web site. This application can be downloaded onto your computer for no cost at <u>http://www.adobe.com/products/acrobat/readstep2.html</u>. Remember, however, if you do not have the <u>full</u> version of Adobe Acrobat (not just the free reader) on your computer, you will not be able to <u>save</u> your information on your form. If you do not have the full version, <u>you will need to PRINT OUT YOUR FORM once you are finished filling it out!!!</u>**

1. Double click on the scholarship you would like to fill out.

2. The scholarship will open in an Acrobat Reader file. If it is a 'Form Filled' scholarship (meaning, you can fill it out online) a **"highlight fields"** box will appear on the upper right corner of the scholarship page.

   - **If you do not see the "highlight fields" box, one of two things is happening:**
     - **The scholarship page you are on is not a form-filled scholarship. In this case, you will need to print the application, fill it out with a pen and mail it in. Or:**
     - **You will need to refresh the web page before being able to fill it out online. The application you are viewing is a previous version and will become a form-filled version after refreshing. (In case you are not aware, the 'refresh' button is located on the tool bar at the top of the web page).**

3. If it is a form-filled scholarship, begin filling out the scholarship by clicking on the line by the field that you want to fill (these fields will be outlined by a light-gray box when you click on the **"highlight fields"** box). Hit the 'tab' key on your keyboard to move from field to field.
4. If there is an area that requires a checked box, move your curser to the box and click or tab to the box and hit "enter".
5. The areas which require an essay will adjust automatically to the size of your text as you fill the text box. If the "text box" is small, be sure you do not over fill it with text because it will become too small to read. Print out a test page if you are concerned your text will be too small. **Note:** Make sure the computer you are working on has Acrobat Reader 5.0 version or higher. If it is a lower version it will not be able to auto size text in the form field boxes.
6. If you would like to spell check an essay, you can create the essay in a Word document and spell check it there. If it checks out, copy the essay and insert it into the "text box" in the scholarship form.