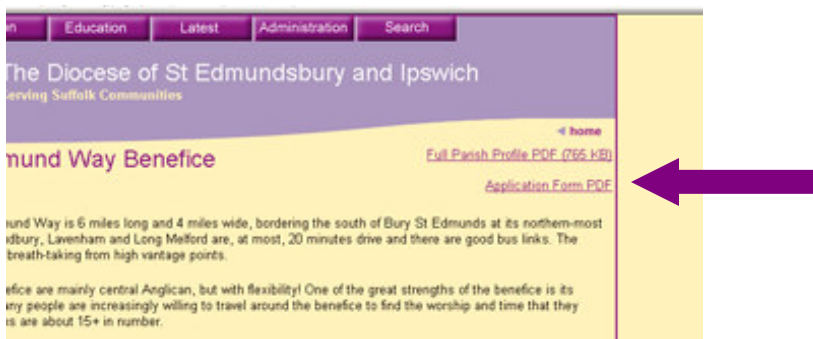


Completing and sending an interactive PDF form

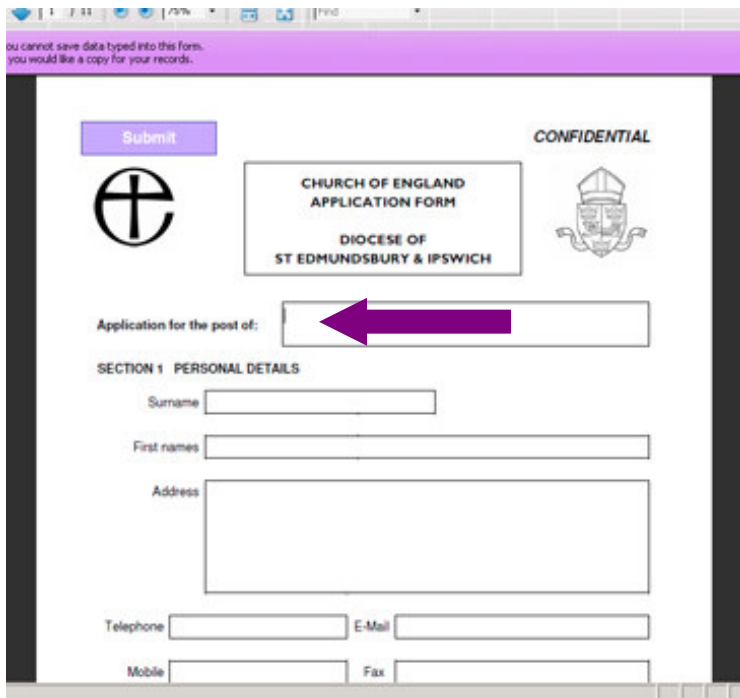
Below is a guide for the uninitiated in completing and sending off the interactive PDF's that are found on the St Edmundsbury and Ipswich website.

Please note that you cannot save the form at any point with information entered, we suggest you have the information that you need ready to hand, before you start completing the application.

1. Click on the link to open file.



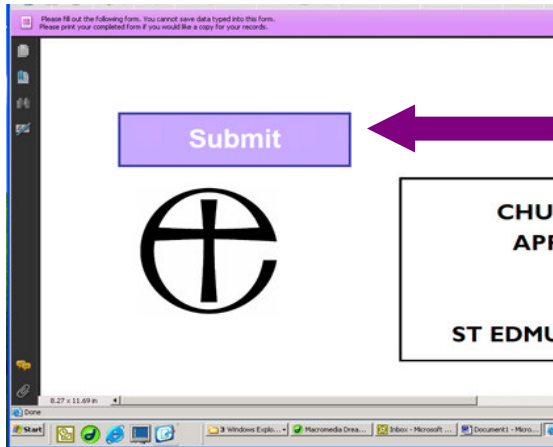
2. Click on the first box to be completed. You should see a flashing cursor.

A screenshot of the "CHURCH OF ENGLAND APPLICATION FORM" for the Diocese of St Edmundsbury & Ipswich. The form is titled "CONFIDENTIAL" and includes a "Submit" button. The first section is "SECTION 1 PERSONAL DETAILS" and contains several input fields: "Application for the post of:", "Surname", "First names", "Address", "Telephone", "E-Mail", "Mobile", and "Fax". A purple arrow points to the "Application for the post of:" input field.

3. Fill in the form.
Tip : You can move between the different boxes more quickly by pushing

the tab key (the key next to the letter Q) to go back up push shift (above ctrl key as well as the tab button).

4. Once the form is completed. You need to click one of the purple submit buttons, located at the top and bottom of the application form.



Once you have hit the submit button the information will be sent to the appropriate person. Nothing will happen on your screen. But don't panic.

Should you have any doubts you are able to print of a copy of the form using the print options which are usual for your computer. Should you still have doubts you can then send this printed version in the post. We don't mind.

Please call either Brenda Cowley 01473 298505 if you have deadline concerns or Naomi James for any technical problems 01473 298571.

We look forward to receiving your forms