FWF

Der Wissenschaftsfonds.

Instructions on forms

1. Instructions for using Adobe Reader

All FWF forms are compatible with Adobe Reader (Version 6.0 and higher), which can be downloaded free of charge at http://get.adobe.com/reader/.

The fields to be completed can be highlighted in order to enable the user to identify them more easily.

Instructions:

- Open the file *Application form.pdf* (or National research partner.pdf, etc.)

- In the menu bar, open the **Edit** menu and then choose the **Preferences** item (in Mac OS, this item can be found in the **Reader** menu). A dialog box will then appear.

- Choose **Forms** in the list box under **Categories** (on the left-hand side of the dialog box).

- In the area to the right, activate the check box "**Show border hover color for fields**" under **Highlight color**. This action will highlight all fields in light blue. You can also deactivate the check box if you do not wish to highlight the fields in the form. Below the check box, you can also choose the highlight color for fields as desired. Click **OK** to confirm your selection.

Navigating forms:

- **Keyboard:** Use the **Tab key** to move forward from one field to the next, and **SHIFT + Tab** to move backward to the previous field in the form.

- **Mouse:** Simply click on the desired field.

Field types:

The form contains various field types:

- **Text fields**: These are fields in which you can enter any of the characters on your keyboard (e.g., German title, Applicant, etc.)

- **Number fields**: These are defined fields in which only numbers can be entered (e.g., percentages, codes for scientific disciplines, etc.)

- **Date fields**: These fields only allow entries in the following date format: dd.mm.yyyy (e.g., date of birth, etc.)

- **Drop-down list boxes**: These fields provide a limited number of options for you to choose from. Click on the drop-down arrow at the right of the field in order to open the list and choose the desired item (e.g., Funding application type, Sex, etc.).

- **Check box**:
  - Mouse: Simply click on the check box.
  - Keyboard: The check box can be selected using the **Tab** key and activated using the **Space** bar.

Save/Print:

Under the **File** menu, choose the item **Save as…** in order to save the (partly) completed form; choose **Print** to print out the form.