About dynamic forms

For this programme we're using a 'dynamic form'. As you work through the form, new questions will appear, depending on your answers to others. When you click the 'submit button' on the last page, the form will tell you if you've missed any questions This makes it quicker and easier for you to fill in the form and means we receive fewer incomplete applications.

How to check if the form will work properly on your computer
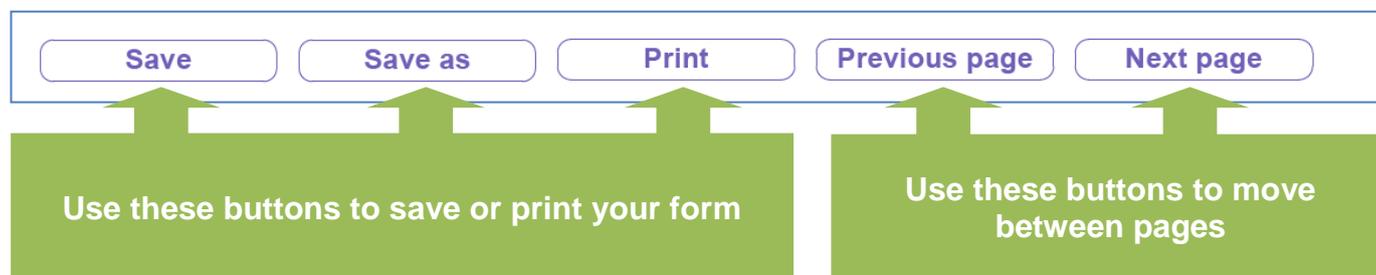
The form uses free Adobe Reader software. It has been designed to work using version 9.0 or above. If you have an earlier version you may get some error messages, some of the questions will not appear and the submit button won't work.

To find out which version you have, open Adobe Reader and click on Help on the menu bar on PCs, or click on the Adobe Reader label on the menu bar on Macs.

You can download the latest version of Adobe Reader from http://get.adobe.com/uk/reader/
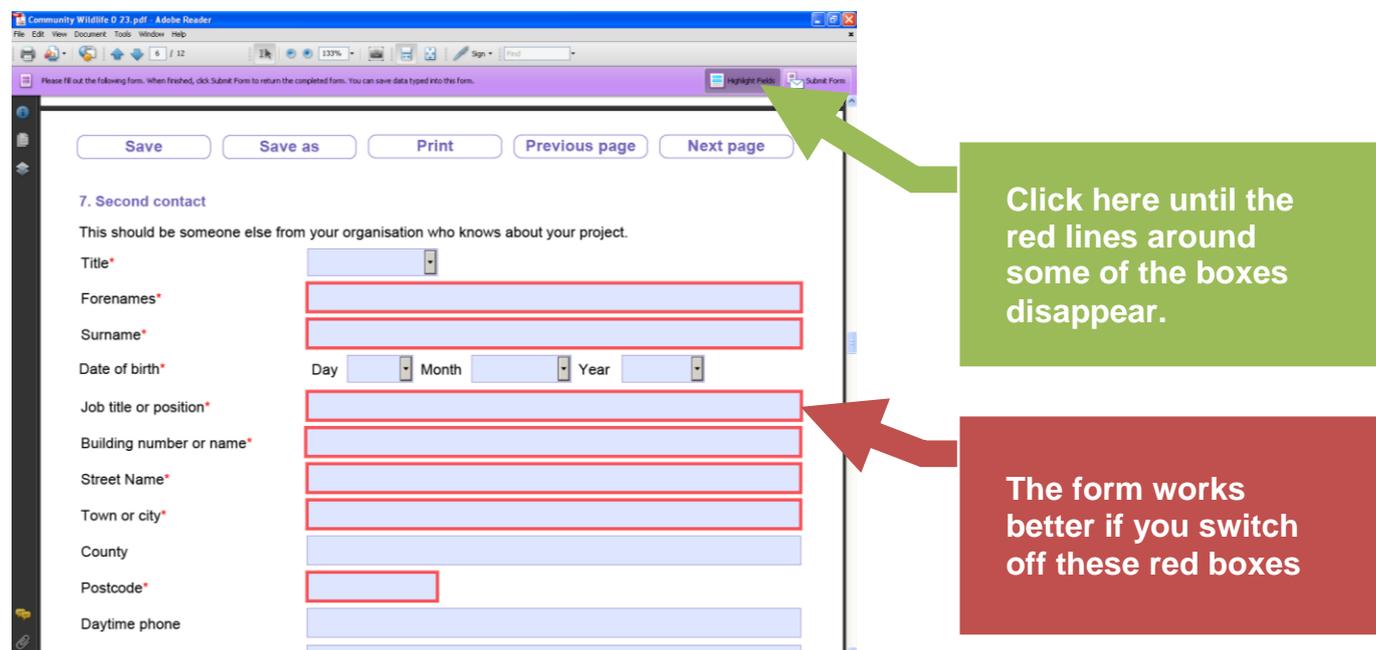
How to use the buttons in the form

We suggest you always use the buttons in the form itself, rather than any others that appear on your screen. You'll find the following buttons at the top of every page.

| Save | Save as | Print | Previous page | Next page |

Use these buttons to save or print your form

Use these buttons to move between pages

We recommend you save your form before you start filling it in, using the **Save As** button. You should then save your work frequently, using the **Save** button. It's a good idea to print a copy of the form you send to us, using the **Print** button.

Highlight fields settings

If there are red boxes around some of the questions (as in the example below) please click the Highlight Fields button on your screen until the boxes disappear. If you don't the form will still work but you won't be able to see if you've missed any questions when you submit your application.

Click here until the red lines around some of the boxes disappear.

The form works better if you switch off these red boxes

How to submit your application

It's important that you use the **Submit** button in the form itself, as this has some extra checks that you've filled in all the questions. If you see another submit button on your screen don't use it, as it may not work properly.

Don't use this button

Do use this button

Incomplete message

When you click the submit button you may see a message telling you that your form isn't ready to submit because some questions are incomplete. If you've switched off the red boxes using the Highlight Fields button you'll be able to see which ones you've missed. They will be shaded in pink.

Any question you've missed will be shaded pink when you click the submit button.