Filling in forms Online

When you are using a website to find out information, buy a product or service, request some information or make an application for services, you will often need to fill in a form. Online forms have a number of ways of to help you quickly enter accurate information.

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| 1. | When you fill in forms online you are given boxes to put the data into. Click inside the box to start entering your answer.  You can usually quickly move to the next box by pressing the **<Tab>** key  **Note** – boxes with a **\*** beside them are mandatory and must be filled in. |  |
| 2. | Sometimes you will have to choose the answer from a **drop-down list**.  Click on the **arrow** and your options will appear as a list. Move down to click on the one you want select.  **Hint** -If it is a very long list you can usually type the initial letter and it will move to the options starting with that letter. |  |
| 3. | Sometimes you will need to choose the answer from a list with a **check box** or **radio button**  Click on your choice and the check box or radio button will be selected.  **Hint** – sometimes these are already ticked for you and you may want to turn them off. | [https://encrypted-tbn0.gstatic.com/images?q=tbn:ANd9GcRC1truKcY1WJDPrPxOtZ3RH1gePp6XaFYGMh5ZOXpQrG6I356s](http://www.google.co.uk/imgres?imgurl=http://www.adobe.com/support/ultradev/edit_database/insert_checkboxes/images/image002.gif&imgrefurl=http://www.adobe.com/support/ultradev/edit_database/insert_checkboxes/insert_checkboxes02.html&h=434&w=378&sz=8&tbnid=lGt4mzNwS8KVQM:&tbnh=90&tbnw=78&zoom=1&usg=__pY-KFkxAsDrgqiKm2H-tOOAh-3Q=&docid=zXnqZLLo-vVuAM&sa=X&ei=k8W1UZ-KFOO-0QXZ1oDYAw&sqi=2&ved=0CEkQ9QEwBQ&dur=3426) |
| 4. | You may have to type in a strange set of letters and numbers that you can see on the screen.  This is called a **Captcha** screen and is there to make sure you are a real person and not an automated response system. |  |

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| 5. | Many forms will require you to complete several pages of information. To move to the next page you will usually click on a button such as **Continue** or **Next**  Sometimes you will also be offered the option to go back to a **Previous** page you have already completed. |  |
| 6. | When you have completed filling in your form you may be required to tick a box to confirm the information, or similar.  You will then usually have to complete the process by clicking on a **Send**, **Submit** or **Finish** button. | [http://blog.123contactform.com/wp-content/uploads/2011/09/online-job-application-form.png](http://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&frm=1&source=images&cd=&cad=rja&docid=XdktQSG5G7dLlM&tbnid=bZd-1_8ilWR4BM:&ved=0CAUQjRw&url=http://blog.123contactform.com/2011/09/how-to-set-up-an-online-job-application-form/&ei=sAblUY6ZLeaX1AWHy4G4Bg&bvm=bv.48705608,d.ZG4&psig=AFQjCNHLJqnOQ2Yb0x3Y-0tJel4-W9UfVg&ust=1374050241802533) |
| 7. | It is always a good idea wherever possible to print out a copy of what you have submitted.  Some sites will provide you with a **Print** option which usually produces a version of the completed form that fits well on a piece of paper.  If this is not possible, you can **Print** the web page using the browser print option. |  |
| 8. | You may be required to set up an account before you complete the form, or you may be given the option to do so. This will often let you save a partly completed form and return to it at another time.  Your account will have **username** or **account name**. This may be assigned by the website or you may be asked to choose one.  You will also need to provide a **password** for the account.  Make sure that you keep a record of these to ensure you can visit the account again. |  |