

Topic: Online Forms

When I am done this lesson, I will know:

- Common types of data you enter into an online or PDF fillable form
- Tips for filling in forms

 **Pre and Post Self-Assessment**

	Pre	Pre	Post	Post
	Yes, I know this	No, I want to learn this	Yes, I know this	I still need more practice to learn this
I know the common types of data used in online/PDF fillable forms				
I understand how to fill in an online/PDF fillable form				

 **New Words and Terms**

online form
 fillable PDF
 field or box
 drop-down list
 check box
 radio button
 captcha
 submit button

We use online forms all the time. As the world becomes more digitized, more and more forms are completed online or downloaded from the Internet as a fillable PDF.

Online forms are completed by entering the information requested directly on your computer screen. Government forms are often filled out online or downloaded from the Internet as a fillable PDF document.

Here is a list of the 10 most common downloaded fillable PDF Government of Bridge forms:

The screenshot shows the 'Central Forms Repository' page on the ServiceOntario website. The page features a navigation menu at the top with links for HOME, NEWSROOM, SERVICES, YOUR GOVERNMENT, and ABOUT ONTARIO. The main heading is 'Central Forms Repository' with the tagline 'making it easier'. Below the heading, there is a location indicator 'Location: Forms Home > Most Popular Forms' and a section titled 'Popular Form Search Results'. The text states 'The following are the ten most downloaded forms:'. A table lists these forms with columns for Rank, Form Title, and Ministry. To the right of the table is a sidebar with navigation options like 'Explore Forms', 'Navigation Options', and 'Help Options'.

Rank	Form Title	Ministry
1	Residential Tenancy Agreement (Standard Form of Lease)	Municipal Affairs and Housing
2	Application for Accessible Parking Permit	Government and Consumer Services
3	Residential Tenancy Agreement (Standard Form of Lease)	Municipal Affairs and Housing
4	Registration for Ontario Health Coverage	Health and Long-Term Care
5	Application for Trillium Drug Program (TDP)	Health and Long-Term Care
6	Sworn Statement for a Family Gift of a Used Motor Vehicle in the Province of Ontario	Finance
7	Health Card Renewal	Health and Long-Term Care
8	Application to Change an Adult's Name	Government and Consumer Services
9	Request for Birth Certificate	Government and Consumer Services
10	Commercial Vehicle Operator's Registration (CVOR) Application	Transportation

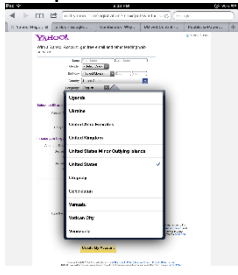
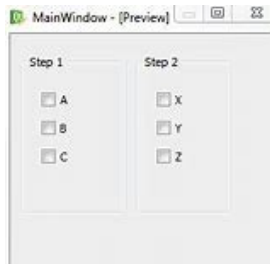
In addition to the government many other places use online forms every day. Employers often use online job application forms. Sports clubs and children’s camps use online registration forms. Shopping online requires filling in an online form.




Discussion Question

Can you think of examples of forms that you have to fill out online?

There are different methods that online or fillable PDF forms typically use for you to enter the information.

Method of Entry	How it Works
Fields or Boxes	You type the information requested into the field or box on the screen. You will usually be limited in how much you can type.

<p>Subscriber/Contributor Add Form</p> <p>First Name/Organization <input type="text"/></p> <p>Last Name <input type="text"/></p> <p>Middle Name or Initial <input type="text"/></p> <p>E-mail Address <input type="text"/></p> <p>Alt. E-mail Address <input type="text"/></p> <p>Division/Department <input type="text"/></p> <p>Agency <input type="text"/></p> <p>Issues <input type="text"/></p> <p>Amount <input type="text"/></p> <p>Form of Pay <input type="text"/></p> <p>Check Number <input type="text"/></p> <p>Payment Date <input type="text"/></p> <p>\$5 Due <input type="text"/></p> <p>ECU <input type="text"/></p> <p>LIT & Hist <input type="text"/></p> <p>UP & G <input type="text"/></p>	
<p>Drop down lists</p> 	<p>You click on the box or the arrow in the box and it gives you options in a list to choose from. You choose the correct option by clicking on it and populating the field.</p>
<p>Checkboxes</p> 	<p>You click on the checkbox that corresponds to your answer. There may be more than one option that can be checked off. It may be a single box you have to check to indicate that you understand something you have read.</p>
<p>Radio Buttons</p> <p><input checked="" type="radio"/> Radio1</p> <p><input type="radio"/> Radio2</p> <p><input type="radio"/> Radio3</p>	<p>You select the small circle that corresponds to your answer.</p>
<p>Dates</p> <p>What is your date of birth?</p> <p><input type="text" value="DD"/> <input type="text" value="MM"/> <input type="text" value="YYYY"/></p> <p>For example: 31 12 1970</p>	<p>There are four typical ways a date is added to a form.</p> <p>Date fields allow you to type in a date.</p>

	<p>A date drop-down allows you to click on the drop-down menus to pick the correct date.</p> <p>A date dial allows you to move the dial to the correct date.</p> <p>In the calendar example, a calendar icon expands to show a larger calendar. It will usually show you the current month. You can move backward or forward through the calendars to find the correct date. You choose the correct date by clicking on it and populating the field.</p>
	<p>This is a box with random letters or number that you have to copy/type into the field. It also has a check box that says “I’m not a robot” that you must check off. This lets the owner of the form know you are a person and not a computer program trying to fill in the form.</p>
	<p>This button is used to submit the form once you have completed it. It is usually at the bottom of the form or page. If you click submit and something is not correct on the form, you will probably receive a warning message after you click submit. The incorrect information on the form will likely be red or highlighted.</p>

Tips for Filling in a Form

- Before you start, read the form over. Make sure you have all the information you need to complete the form.
- To fill in a field on a form, place your cursor over the field you want to fill in and left click. You should be able to type your information into the form.
- To move from field to field you can use the TAB button. If this doesn’t work, move your cursor to the next field.

- To fill in a check box or radio box, place your cursor over the box you want to select. When the cursor changes shape, left click the mouse button and a check or dot should appear in the box. To deselect, left click on the check box or radio box again.
- Some fields will limit the amount of information you can enter.

 **Try this/Practice**

Practice site for filling in an online job application (this example is from the US but still useful).

https://www.google.com/search?q=practice+filling+in+online+forms&rlz=1C1GCEB_enCA808CA808&oq=filling+in+online+forms+&aqs=chrome.1.69i57j0l5.8044j0j7&sourceid=chrome&ie=UTF-8

Practice site for filling in an online information form (this example is from the UK but still useful).

<https://www.we-are-digital.co.uk/practice-online-form/>

Practice site for filling in a variety of forms online. You need a free account to save and print.

<https://www.pdfFiller.com/>

 **Optional: I Want to Learn More**

Veterans Affairs USA has a webpage to help you understand more about fillable forms:


<https://www.va.gov/find-forms/>


<p>Learn more about completing an online job application here. Source: GCF GLOBAL</p>	<p>https://edu.gcfglobal.org/en/jobapplications/completing-a-job-application/print/</p>
---	--



Bridge Adult Literacy Curriculum Framework Connection

Competency	Task Group(s)
Find and Use Information	<ul style="list-style-type: none">• Read Continuous Text (L3)• Interpret Documents (L2 - simple forms)• Extract Information from Films, Broadcasts and Presentations
Communicate Ideas and Information	<ul style="list-style-type: none">• Interact with Others (L1)• Complete and Create Documents

www.bridgela.org 

info@bridgela.org 

(310) 999-0001 