**Travel Request Form Guide for Screen Reader Users**

To optimize use of this PDF editable form, it is recommended for you to upgrade to the Adobe Reader version 10.1.4 known as Adobe Reader X.

Once you have the Adobe Reader X installed, it will be necessary to complete the following setup procedure:

1. Run Adobe Reader X.
2. Go to the “Edit Menu.”
3. Use the ‘up’ arrow to go to “Preferences,” and press the ‘enter’ key.
4. In the Tree View of the dialogue box that opens, arrow up to “General.”
5. Tab to the “Enable Protected Mode at Startup,” and un-check (or clear) the checkbox, if it is checked.
6. Tab to the “Okay,” button and activate it with the spacebar or ‘enter’ key.

You may now use the Adobe Reader X to open and edit your Travel Request Form.

You may use the ‘tab’ key or the ‘e’ key to move into and between the edit fields to be filled in.

If a field is closed when you move to it, press the spacebar to open it. You may press the ‘escape’ key to close the field, if necessary.

Keep in mind, with this type of form and using the Adobe Reader, you will be able to print the form after you fill it out. Then you may do a “Save As” of the form with the data you have input into it, perhaps with your first and last name and a date for its file name.