


**DIVISION OF WORKERS' COMPENSATION
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT**

HOW TO USE INTERACTIVE FORMS AVAILABLE ON THE DIVISION'S WEBSITE

Many of the forms available on the Division's website can be filled out electronically, printed, e-mailed and/or saved to your local drive. They are denoted by an asterisk and this image . The forms are available in both Microsoft Word and Adobe PDF formats. Users that do not have Microsoft Word should use the PDF versions of these forms.

For Microsoft Word users:

Click on the link for the interactive Word document/form you wish to open. You may be prompted with a *File Download* dialogue box that will ask whether you want to *Open* or *Save* the document. Click on *Open*. The document template will appear with the entry fields shaded in grey. You can place your cursor in any field and begin typing. To navigate through the form, you can use your tab button or you can simply place your cursor right into the field.

For the checkbox fields, you can click on the box to activate the check. To deactivate the check, simply click again on the box. Some of the forms have drop-down selection boxes (i.e. - date fields, court reporting agencies). Just click on the box and the drop down menu will appear from which you can select the appropriate entry. Please note that to preserve the formatting of the form, some of the data entry fields are limited in space. If you continue to enter in additional text, it will be cut off from the printed form. We encourage you to review the final document carefully to make sure that it is formatted correctly.

You have the option of saving the completed document to your local computer with a new file name. Click on "Save As", select the location where you wish the file to be saved and then save it with an appropriate file name such as the case caption or claim petition number if the form is a Settlement Order or with any other appropriate name that will enable you to easily locate the document in case you wish to edit it in the future.

Non-Microsoft Word users or for users who wish to use Adobe forms (PDF):

Click on the link for the interactive Adobe PDF document/form you wish to open. Interactive Adobe PDF forms available on the website do not require the user to purchase a full version of Adobe Acrobat in order to modify and save the documents. All you need is Adobe Acrobat Reader 8. We recommend that you obtain the latest version (go to www.adobe.com for details).

After you've clicked on the document, you may be prompted with a *File Download* dialogue box that will ask whether you want to *Open* or *Save* the document. Click on *Open*. An interactive PDF document will appear on your screen. You will be able to type information directly into the fields on the form. The entry fields should be shaded in grey. If the fields are not visible, you can check off the box called "Highlight Fields", located at the top right of your screen. To navigate through the form, you can use your tab button or you can simply place your cursor right into the field.

For the checkbox fields, you can click on the box to activate the check. To deactivate the check, simply click again on the box. Some of the forms have drop-down selection boxes (i.e. - date fields, court reporting agencies, Judge's names). Just click on the box and the drop down menu will appear from which you can select the appropriate entry.

You have the option of saving the completed document to your local computer with a new file name. Click on "Save As", select the location where you wish the file to be saved and then save it with an appropriate file name such as the case caption or claim petition number if the form is a Settlement Order or with any other appropriate name that will enable you to easily locate the document in case you wish to edit it in the future.

HELPFUL HINTS

- Creating a template with your firm's name: After you've downloaded the form from the Division's website, simply type in your firm's name, address and other firm information into the appropriate field. Then hit "Save As" and save the form to a specified location on your computer. You can open up this form in the future and it will already have certain information pre-filled. Then, after you've completed the form, you can hit "Save As" again and save the form, if it is a Settlement Order, with a new file name such as the CP # or your client's name, etc.
- If your firm uses a case management system where the data can be extracted and placed into forms, the Division can provide you with blank templates of settlement Orders without any fields. You will need to place your own database fields into these forms prior to merging them with your data. Please send an e-mail to shravani.kosnik@dol.state.nj.us and a set of forms will be e-mailed to you.