

## **Online Forms Useful Features**

### ***Overview-***

Shippers Letter of Instructions (SLI), Export Declaration, Shippers FAA Security Statement and Customs Power of Attorney have all been converted to PDF documents. They are posted online at [www.mapcargo.com](http://www.mapcargo.com) Under Documents and Forms or going directory to <http://www.mapcargo.com/update/forms.htm>. Below you will find some helpful notes on using these files.

1. Viewer can be downloaded at [www.adobe.com](http://www.adobe.com). Users will need Adobe Acrobat Reader or Adobe Acrobat installed on their computer to view and fill out forms. Adobe Reader is a free product.

### ***Viewing Forms via Internet Explorer or Netscape-***

1. When a user uses left mouse button to click on any of the forms they will open up in Internet Explorer.
2. Users can fill out form online and print

### ***More useful way of using forms-***

1. Instead of viewing forms via web browser using your Right Mouse Button click on the desired form and a list will pop up. Select Save Target as by selecting with your left mouse button.
2. Save the File to any desired location. I will use Desktop for this example.
3. Once saved to Desktop users can open file from Desktop and fill out form.
4. You can then save form with filled out information so you do not need to re type all information each time a new shipment occurs. Just redo changed information.
5. In this fashion you can also e-mail document by attaching file to your e-mail or going to File, Send Mail in Adobe Acrobat.