

## CD-1—National Bank Community Development (Part 24) Investments

### *Instructions for Navigating and Downloading the Form*

#### **TO THE VISUALLY CHALLENGED (SECTION 508) USER:**

1. The CD-1form is Section 508 compliant.
2. The CD-1form is a MS Word2000 document that uses the “forms” feature.
3. Before entering any data into the CD-1form, verify that:
  - a. You are in the “Print Layout” view.
  - b. The “Forms” toolbar is not visible.
4. Each page of the form is protected, except for page 5. Use the TAB key to navigate from one form field to the next form field. Page 5 is unprotected. You may enter as much text as you need to on this page. You have full access to all of MS Word’s editing features.
5. **To assist you in filling out the form, help messages for each field on the form appear on the MS Word status line at the bottom of the screen. Each help message will be read by your “screen reader” (i.e. JAWS).**
6. To read text that is not directly related to entering data (headings, etc), you must "Route JAWS to PC" by typing **(Insert/-)** [the minus sign is on the top row of the number pad].
7. To return to the edit fields, "Route PC to JAWS" by typing **(Insert/+)** [the plus sign is on the second row of the number pad].
8. [Begin the download of the CD-1form.](#)

#### **TO ALL OTHER USERS:**

1. The CD-1form is a MS Word2000 document that uses the “forms” feature.
2. Before entering any data into the CD-1 form, verify that:
  - a. You are in the “Print Layout” view.
  - b. The “Forms” toolbar is not visible.
3. Each page of the form is protected, except for the field on page 5. You may enter data only where you see gray shaded areas on the form. Use the TAB key to navigate from one form field to the next form field. Page 5 is unprotected. You may enter as much text as you need to on this page. You have full access to all of MS Word’s editing features.
4. **To assist you in filling out the form, help messages will appear on the MS Word status line at the bottom of the screen for each field.**
5. [Begin the download of the CD-1form.](#)