**Tip Sheet for Using the Word Version of the HSR Forms**
(updated 01-17-25)

The 2025 HSR Forms are simple, unlocked, Microsoft Word documents that can be manipulated and reformatted to best accommodate your data and information.
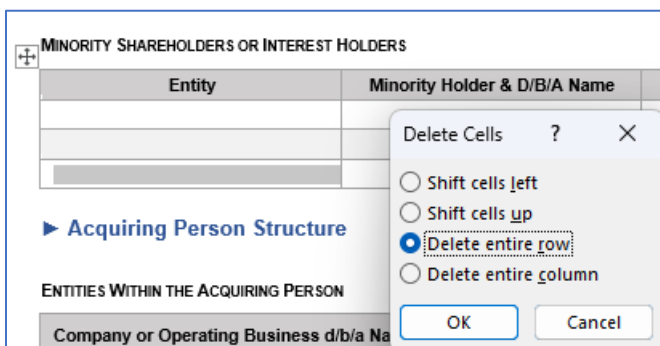
Below are some tips for using the new Forms.

<u>Adding or Deleting Rows</u>
To add additional rows to any table, select the bottom row and use the **Insert Rows Below** command.
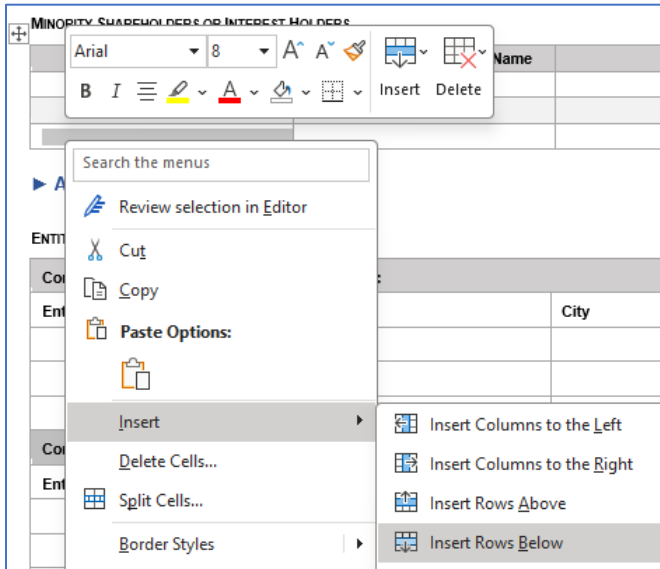
To make the Form easier to read, you may delete any empty rows using the **Delete entire row** command. The PNO recommends that filers do this when possible. DO NOT DELETE ENTIRE TABLES. LEAVE AT LEAST ONE ROW.
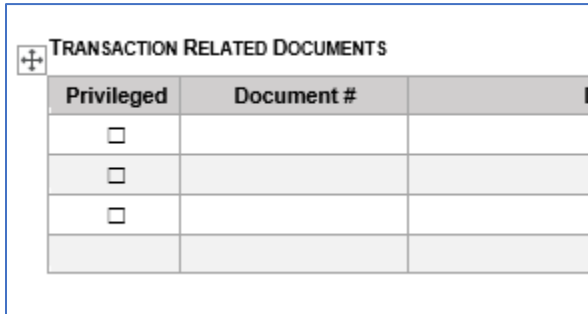
Cell Text Alignment

Cells are configured to either left justify or center text. That can be changed by selecting the cell and choosing a different text justification.

Missing Field Elements

Due to program limitations, field elements will not auto-populate when new rows are added. For example, the checkboxes under Transaction Related Documents will not appear when new rows are added. To get a checkbox into the new row, simply copy and paste from one of the cells above.

TRANSACTION RELATED DOCUMENTS		
Privileged	Document #	D
☐		
☐		
☐		

Check Boxes

If a check box isn't working, find one that is, copy/paste that one, and change the surrounding text as needed.

Row Height

You can adjust the height of any row by using your mouse to grab the line at the bottom of the cell, then dragging it up or down as desired.

Page Breaks

For readability, when pages overrun into the next page, insert page breaks to keep sections together.

Please reach out to Premerger@ftc.gov with any Form issues or if you find a problem that that should be included on this Tip Sheet.