




HOW TO FILL OUT A PDF

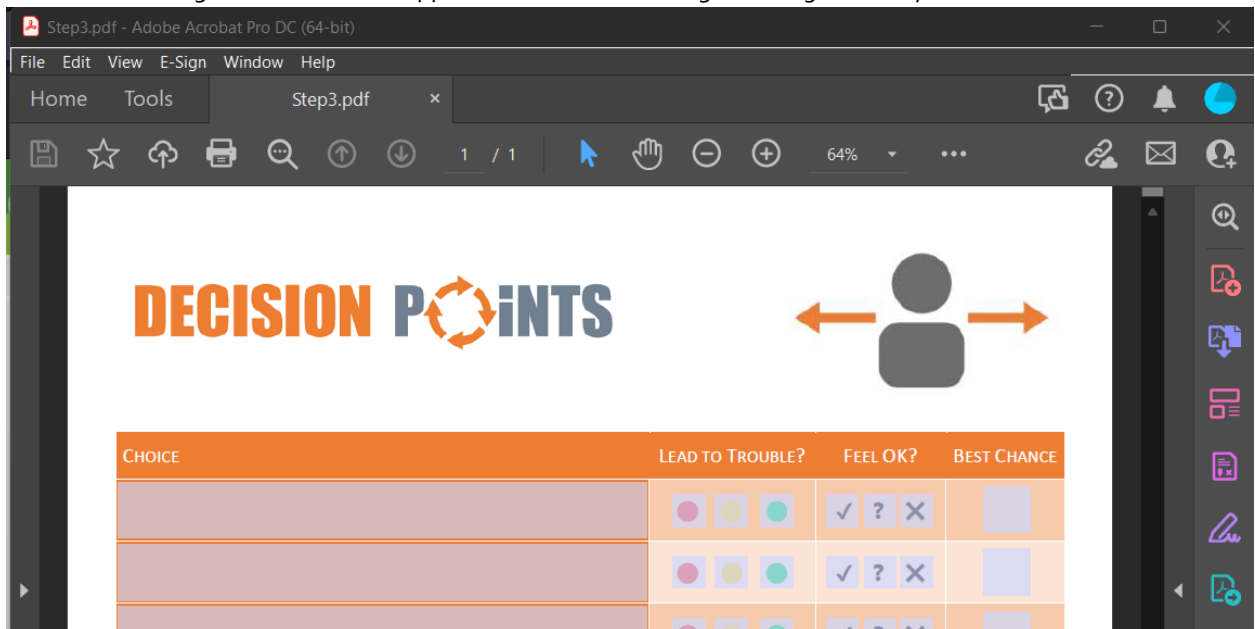
LEARNING.SAGECOUNSELING.NET

This document explains how to fill interactive PDF forms using Adobe Reader, or any internet browser. Interactive forms contain fields that you can select or fill in.

Adobe Acrobat Reader DC software is the free global standard for reliably viewing, printing, and commenting on PDF documents. It can be downloaded for free here: <https://get.adobe.com/reader/>

FILL IN INTERACTIVE FORMS USING ADOBE READER

- The pointer changes to a different icon as you move it over a field. For example, the Hand  tool changes to an I-beam  when you can type text into the form field. Some text fields are dynamic, meaning that they automatically resize to accommodate the amount of data you enter and can span across pages.
- (Optional) To make form fields easier to identify, click the **Highlight Existing Fields** button  on the document message bar. Form fields appear with a colored background (light blue by default)



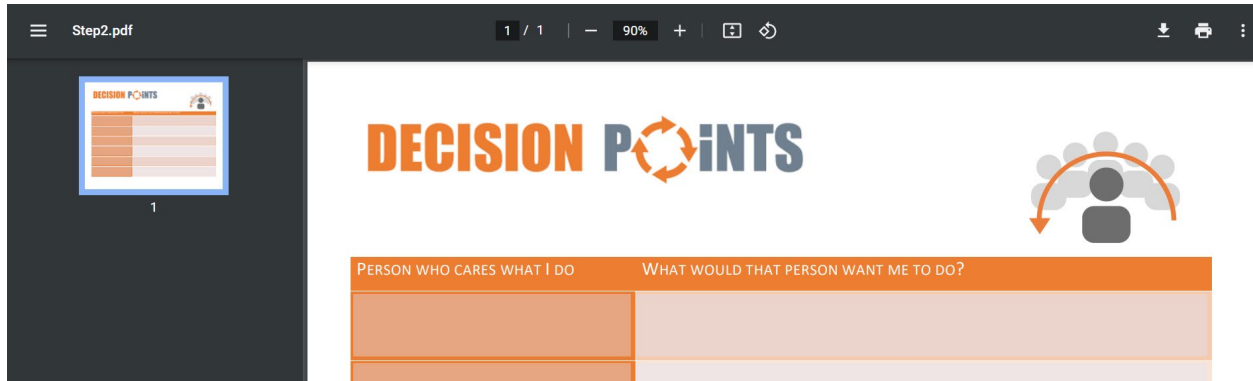
- Click to select options, such as radio buttons. Click inside a text field to type.
- Press Tab to move forward or Shift+Tab to move backward.

SAVE FORMS

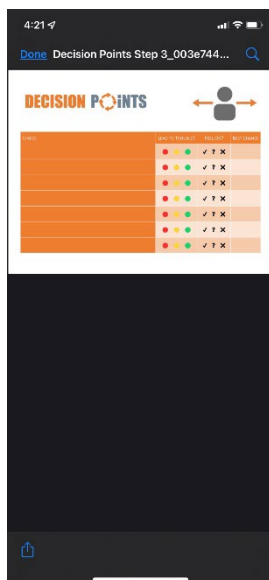
To save the completed form, choose File > Save As and rename the file.



FILL IN FORMS IN A BROWSER

A common way to view a PDF form is in a web browser. Fillable fields will still be indicated with the colored background if you're using a PC.



On a smartphone, you will just click into blank spaces and your keyboard will open for text fields, or you will be able to select/deselect various radio buttons and other elements



1. Once you've completed the form, you can download the file, by clicking the download or share icon in the corner of your browser  or  (for iOS devices)
2. Select a location to save your file and rename--if desired