

HOW TO FILL IN, SAVE AND EMAIL ANY “PDF” FORM

Basically, there are two types of PDF forms...

1. Those that are created with “fillable fields” allowing the user to enter their information.
2. Those that are not specifically designed with fillable fields.

For forms to contain “fillable fields” they require special creation software and can be very time consuming and expensive. Also, not all PDF readers are capable of handling a fillable form. This note will deal only with the second category. These type of forms are called “flat” forms and normally would have to be printed out and filled in by hand. If you needed to email the completed form, you would have to scan it in as a PDF and then email it.

There are number of good free PDF reader programs available and a some allow filling in and saving a form on your computer/tablet/smart phone. Here we will deal with probably the best know version, Adobe Acrobat Reader DC. As of this writing (June 2018), the current version is 18.001.20040 and is available here and it is free...

GetAdobe.com/reader/get-started.html

On the download page, please uncheck all of the “optional offer” check boxes. There are 3 or more and these extras are often problematic. Follow their directions to download and install when you are ready.

How to use Adobe Acrobat Reader DC (aka ReaderDC):

1. Open the form you want to fill in with ARDC (If ReaderDC is your default reader, you only have to double click in the PDF file).
2. There should be three tabs (or more) at the top - Home - Tools and the opened file.
3. Select the “Tools” tab then select “Fill & Sign”.
The form will switch to the fill mode with a “Fill & Sign” toolbar just above the form. The fill mode “**IAb**” will be highlighted. There are several other functions available, the “X” is used for filling in a check box.
4. To fill in a field, point to the area you want. Be sure you have the pointer just above any horizontal line. You should see the **IAb**. Click once to select and a typing box will open allowing entering of data.
5. When finished typing, point and click any other area to exit the field. Then point to another field and continue as in #4 above.
6. When finished entering all data, select the Fill& Sign item on the toolbar and select “Return to Document” from its dropdown menu, or just hit the “Esc” key on the keyboard.
7. Now save the document to your machine with a name of your choosing.
8. Exit ARDC and locate the document. You can either print it out or email it, your choice.

For tablets and smartphones there is an APP called Adobe Fill & Sign. This you should get from the Google Play Store or the Apple App Store. They work the same way as Adobe Reader DC but using the entry methods of tablets/smart phones. Actually, on the tablet version, data entry is easier than the PC version.

Other software/apps will be evaluated, but for now this one is the easiest to use and it’s free.

EES