Filling Out a Form

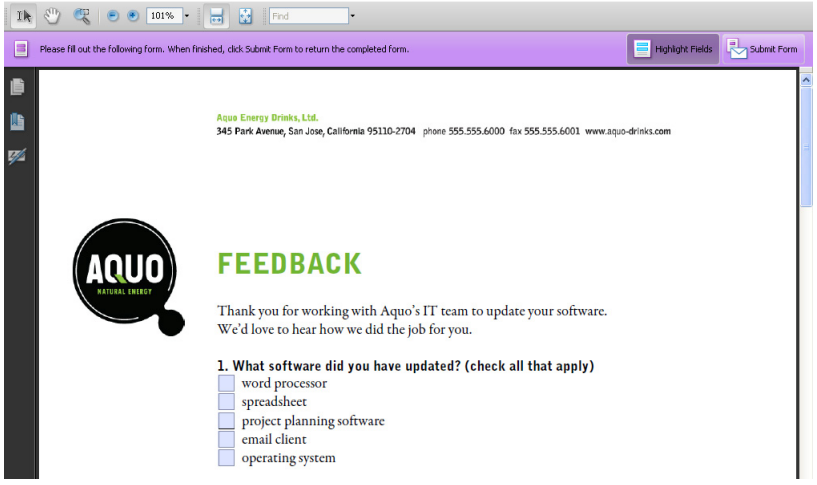
Completing a form electronically saves paper, and ensures that the recipient will be able to read your name, telephone number, and other information clearly. Whether you're filling out an Adobe® PDF form you've downloaded to your own computer, received through email, or accessed on a web server, it's easy to enter and save your information.

1 Open the form.

Open the form in Adobe Acrobat® or Adobe Reader® (if the form creator has enabled it for Reader). If you're opening the form on the web, Acrobat or Reader may open in your web browser.

You can use the sample form (FillingOut_sample.pdf) included with this tutorial. For help using sample files, see Getting Started Help in the Tutorials folder.

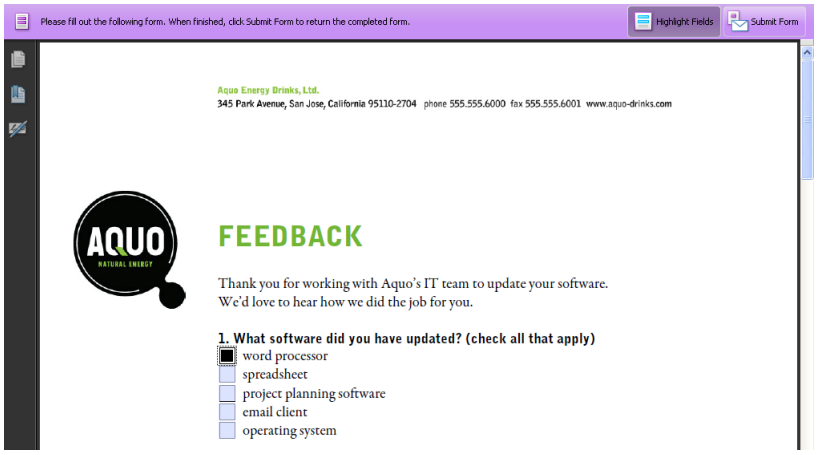
When you open an interactive PDF form, a document message bar appears across the top of the document. If you're working in Reader, the document message bar reports whether you can complete and save the form in Reader. To make form fields easier to identify, click the Highlight Fields button on the document message bar. Form fields appear with a colored background (light blue by default) and required form fields are outlined in another color (red by default).



Open the form in Acrobat or Adobe Reader.

2 Select a form field.

Select either the Hand tool or the Select tool . (If you're completing a form in a PDF Portfolio, you need only click.) Click in a form field to select it (such as a check box) or to insert a text cursor. If it's a text field, type the data in the field.



Complete fields in the form.

3 Complete another field.

Click in the next field you want to complete. In many forms, you can also press Tab to move to the next field, or Shift+Tab to move back to the previous field.

4 Submit the form data.

When you've completed the form fields, click the Submit Form button in the document message bar (or in the form itself, if the form creator included one) to submit your responses.

Submit the data.

If there is no Submit Form button, save the form with your responses and return it by email, or print and mail the completed form.

To save the completed form in Acrobat, choose File > Save As and rename the file. If the form creator gave Reader users extended rights, you can also save the completed form in Reader by choosing File > Save A Copy.

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