Filling In PDF Forms

In order to fill in a PDF form, you will need Adobe Acrobat **Reader** DC. This program is sometimes called "Adobe Reader", "Acrobat Reader", or just "Reader" depending on the person you are talking to. Adobe Acrobat **Reader** DC is a free program, which you can download from Adobe here: https://get.adobe.com/reader/.

Note: You **do not** need to use Adobe Acrobat Pro DC. That program is only free for a 7 day trial and is very expensive when the trial is over.

PDF Forms

*IMPORTANT: Not all PDFs will be forms. If you need to fill in a PDF that is not a form, please see the "Editing a PDF with Adobe Reader" information.

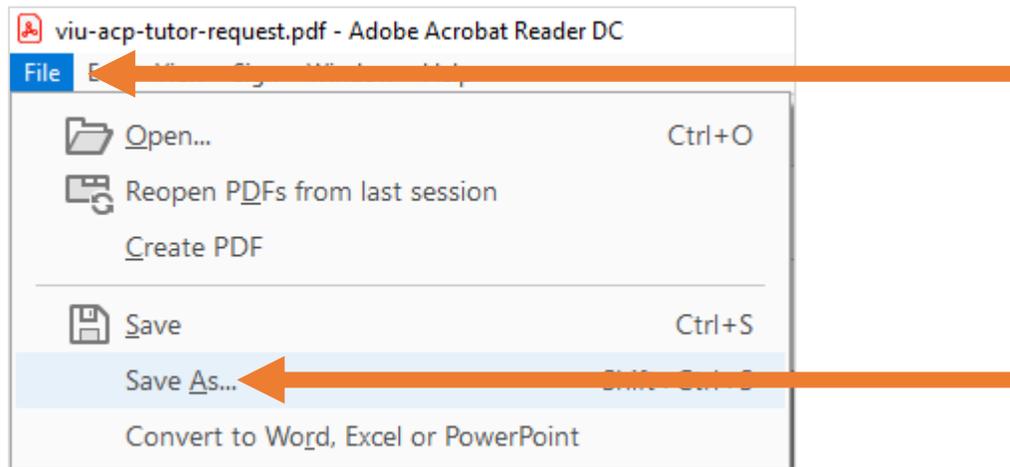There is a video overview of how to use the app here:
https://viu.video.yuja.com/V/Video?v=1155399&node=6415214&a=151756216

1. Open your PDF Form using Adobe Acrobat Reader by double clicking on the file, or right clicking on the file and choosing "Open With" and "Adobe Acrobat Reader DC"

2. Once the form has opened, the places you can type will have blue boxes

3. Click inside of one of the boxes, it will turn white and you can begin typing

4. To move on to the next box, click on the next box or use the "Tab" key on your keyboard

5. When you are done filling in the form, click "File" and select "Save As"

6. Select where you would like to save the file

7. Give your file a name

8. Click "Save"

9. You can now close Adobe Acrobat Reader DC, and attached your file to an email or submit it to a VIULearn assignment folder.