

FILLING OUT .PDF FORMS TO SEND ELECTRONICALLY (ADOBE READER INSTRUCTIONS)

ADOBE READER now offers users a free FILL and SIGN feature.

YOU DO NOT need to purchase or subscribe to use this feature. You may need to update your existing Adobe Reader application to unlock the Fill and Sign feature.

If you already have ADOBE READER (DC) on your computer, SKIP TO STEP FOUR AND CONTINUE FROM THERE.

THOSE WHO NEED TO DOWNLOAD ADOBE READER (DC): Here is how to do that:

STEP ONE: Go to Adobe Reader download (<https://get.adobe.com/reader/>)

STEP TWO: UNCHECK Optional Offer boxes found mid page. **THIS STEP IS IMPORTANT. Downloading security-related software will interfere with your existing security settings.**

STEP THREE: Click on the top blue button: ADOBE ACROBAT READER DC. THIS IS THE FREE VERSION.

Once the application is installed

STEP FOUR: Locate the .PDF file you need to complete, right click on the document icon, and hover over the “OPEN WITH” option. A drop-down menu will appear. Click on ADOBE READER DC. This will open the document in the ADOBE READER DC application.

STEP FIVE: Select “FILL and SIGN” button to open the utility. If you do not see a button, select the feature from the menu options on the right-hand side of the display.

FOLLOW THE SCREEN PROMPTS from there. The FILL and SIGN feature creates individual text boxes that you type inside and situate on the lines of the document.

The box looks like this:



Notice you have some limited editing choices. Clicking on the three ellipses offers a few more. Trying these on your own is the best way to figure them out. Once the text appears the way you wish, you can move the box where you want it to rest in the document.

WHEN THE DOCUMENT is completed to your satisfaction, click the CLOSED button at the top right of the screen. This automatically saves your edits on screen. **Be sure to save the document when you close the application to also save your edits.**

NOTE: There is comparable method that integrates with Microsoft Edge, but so far the ADOBE READER method is easiest, especially if you prefer using Google Chrome.

If you need any help or have questions: kswift.sfx@comcast.net.