

Using Adobe Reader and Acrobat X Pro to Complete Form Fillable Forms

Using Adobe Reader:

Please make sure that the latest version of Adobe Reader is installed on your PC. If you need to upgrade,

- For Windows, go to the [Adobe Reader Download website](#) and download version 11 or the latest version for your operating system.
- After restarting your computer, you are ready to download the form and complete it.
- Save the form to your computer adding your district name in the title.

Using Adobe Acrobat X Professional, please review the Using Adobe Acrobat X Pro instructions below:

Filling out forms in Adobe Acrobat (Version X or later is required)

An interactive fillable form contains fields that you can select or fill in. In an interactive form, the pointer changes to a different icon, depending the field. For example, the Hand  tool changes to an I-beam when you can type text into the form field.

Save Forms

- **Prior to filling out the forms, please save the document to your desktop.** To save the form, choose File > Save As, add your district name in the 'Save As' dialog box and save it on your computer. Frequently save your document to ensure that you don't lose pertinent information.

Fill in interactive forms

Some text fields are dynamic, meaning that they automatically resize to accommodate the amount of data you enter and can span across pages.

1. If necessary, select either the Hand  tool or the Select  tool.
2. (Optional) 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 all required form fields are outlined in another color (red by default).
3. Click to select options, such as radio buttons. Click inside a text field to type.
4. Press Tab to move forward or Shift+Tab to move backward. For more choices, see "Options for moving among form fields" on page 211 of the [User Guide](#) referenced below.

Print Forms

1. Click the Print button , or choose File > Print.
2. Choose a printer from the menu at the top of the Print dialog box.
3. In the Comments & Forms menu in the upper-right area of the Print dialog box, choose Document and Markups, and then click Print.

Clear Forms

To clear the form, go to Tools > Forms > Clear Form. At this point, you are ready to start completing the form again. ***This action cannot be undone.***

These instructions were taken from pages 209-213 of the **Using Adobe Acrobat X Pro User Guide** on the Adobe website at http://help.adobe.com/en_US/acrobat/X/pro/using/acrobat_X_pro_help.pdf.