

Completing Fillable PDF Forms

Online fillable forms created using Adobe Acrobat Professional for Windows and Adobe LiveCycle Designer use basic text fields, radio buttons, check boxes, and date fields where dates can be typed or entered using calendars.

Input Fields

Fields are fillable areas where input is required.

In order to enter input or make a selection, click in the desired field or press the **<Tab>** key to **move to the next fillable field**.

Highlight Fields

It is easiest to navigate online fillable forms if the fillable areas are visible.

In Acrobat Reader, click the Highlight Fields button in the upper right-hand corner of a form to toggle highlighting on and/or off. This makes it clear where input is needed.



Field Types

Text Fields

Text can be entered into a field at the location of the I beam.

Radio Buttons

Radio buttons allow one choice to be selected from more than one option. Make a selection by positioning the mouse pointer over the desired radio button (circle or box) and click the left mouse button.

Check Boxes

Check boxes allow several choices to be selected.

Make a selection by positioning the mouse pointer over a desired check box and click the left mouse button.

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Field Types

Date Fields

Date fields allow dates to be typed or selected.

Type the date directly in the field or click the drop-down arrow on the right-hand side of the date field.

A calendar displays. Use the left/right arrow buttons to move forward or backwards through the months. Click the desired date. The date will be entered into the form.

If a change is desired, click the down arrow again to display the calendar and choose a new date.

DATE: ▾



Pointers

An arrow mouse pointer allows a field, check box, or radio button to be selected.

An I-beam pointer allows text to be typed in the position of the I beam.

Completing a Form

Save a Copy of the PDF Form

Once information has been entered into a form, a user can save a copy of the completed form for their records by choosing **Save As...** from the **File** menu, naming the form (*formname.pdf*), and saving the file to the desired location.

Submit the Form

A completed form can be submitted using email or by clicking the Submit button.

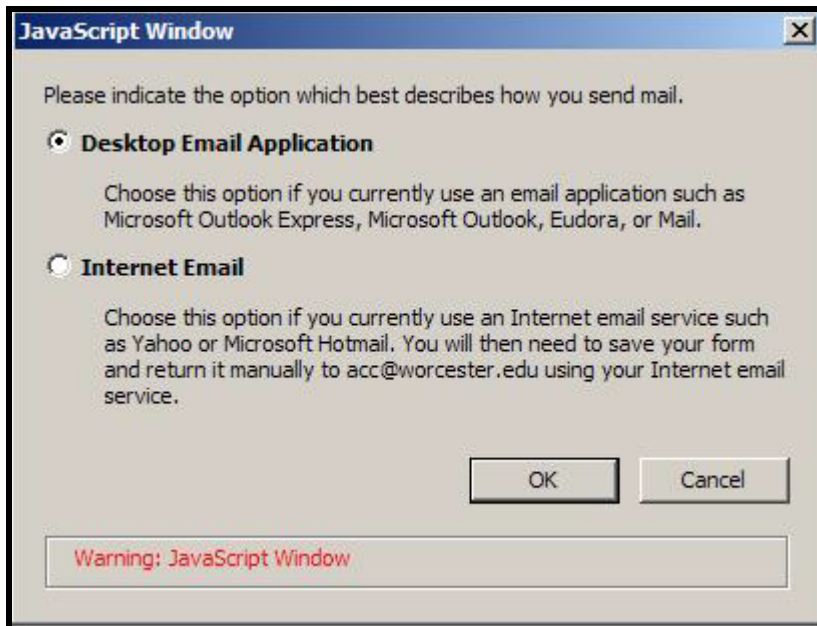
1. Click the **Submit Email** button.



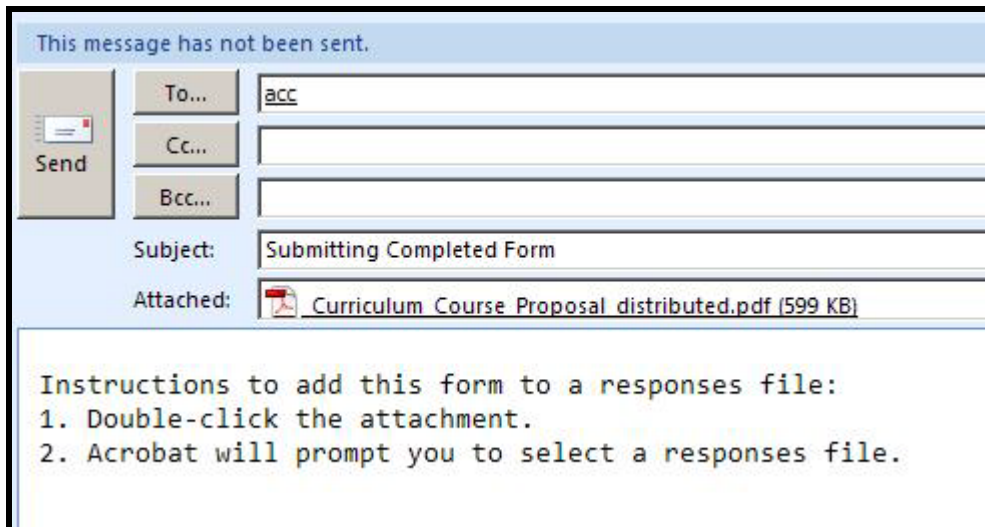
Continue Next Page

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- When the Javascript Window dialog box displays, click the appropriate radio button (**Desktop Email Application**, for example) and click the **OK** button.



An email message addressed to **acc** containing the submitted form displays.



- Click the **Send** button to send the attached form to the **acc list**.

Members of the list will receive a copy of the completed form.