

# How To Complete a Form PDF

## Introduction

This article provides how to assistance for computers and iPads to work with a Form PDF. The topics covered are:

- [Getting PDF Software](#)
- [Filling in the Form and Saving Your Work](#)
- [Printing the Form](#)
- [Sending the Completed Form Electronically](#)
- [Scanning your Completed Printed Form](#)

## Getting PDF Software

These forms require the Adobe Reader software/app on your computer or iPad. If you do not have Adobe Reader you will need to install it on your computer or iPad (it is free).

### **On your computer:**

- Go to the website: <https://get.adobe.com/reader/>
- Choose "Download Acrobat Reader DC" (not Pro); follow the onscreen instructions to install on your computer (Mac or PC) -do not create an account. It is free.

### **On your iPad:**

- Go to the App Store
- Search for Adobe Acrobat Reader PDF Maker
- Choose "Get" then "Install" – you will need your Apple ID and Password

Once Adobe Acrobat Reader is on your device, you can begin to work on an online form. It is a little different on each device.

## Filling in the Form and Saving Your Work

### **On your computer:**

- Download the form to your Desktop.
- Open the form; you should see a blinking cursor in the first text box.
- Begin typing. You do not have to finish the form at one sitting; you can Save you work and continue working at another time.
- "Save" the same way you would for a Word document, using the drop down or pop-up menu OR the keystroke combination or mouse click that your computer uses (Command+S (Mac), Control+S OR Right Click (PC)).

### **On your iPad:**

The first time you use Adobe Acrobat Reader on your iPad, there will be an extra step. Once you have started using the app, the process will be seamless.

- Before you begin filling in your form, open the Acrobat Reader app.
- In the box at the bottom of the page, tap "Continue" – **you will only have to do this the first time.**
- Now, use Safari (or whatever browser you use on your iPad) to go to the website site and find the form.
- Open the form that you want to fill in; you will notice that you cannot type in any of the text boxes, yet.
- The form must be sent to the Acrobat Reader app. Go to the top right corner of the screen; tap the "Share" icon (rectangle with an arrow coming out of it).
- A box will pop up; scroll to the bottom of the box; tap on "Import to Acrobat"
- Open the Acrobat app – you will see the form that you just sent.
- Tap on the form to open, tap in a text box, the cursor and the keyboard will appear, and you can begin filling in the form.
- The document will "Save" automatically in the Acrobat app. If you want to save a copy of the form, you also have that option.

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- To “Save a Copy” tap on the 3 dots in the upper right corner. Choose “Save a Copy” from the list. This gives you the option to save in other locations (e.g., Google Drive, Dropbox – these apps must be on your iPad). If you cannot print from your iPad, this is an option so that you can open the form and print from another device.

## **Printing the Form**

### **On your computer:**

- Print the same way you would print a Word document, using the drop down/pop up menu, keystroke combination, or mouse click.

### **On your iPad:**

#### Option 1:

- If you can print from your iPad (you need a printer that is set up to do that), tap the “Share” icon in the upper right corner (rectangle with an arrow coming out of it).
- Tap “Share a Copy” at the bottom of the box.
- Tap “Print” and select your printer.

#### Option 2:

- If you cannot print from your iPad, you can send your form in an email and send it to yourself (or someone else), so that it can be printed from a computer. As stated in the previous section, you can also save it to Google Drive, Dropbox, or another cloud account, which would allow you to open it on a computer and print, too. Remember, you must have the app for the cloud account on your iPad – they are free in the App Store.
- Tap the “Share” icon in the upper right corner (rectangle with an arrow coming out of it).
- Tap “Share a Copy” – there will be a horizontal arrangement of Apps that you can select from (email, cloud accounts). Choose where you want to send your form.
- Open your form from the email or cloud account that you sent it to and print as you would a Word document, using the drop down/pop up menu, keystroke combination, or mouse click.

## **Sending the Completed Form Electronically**

### **On your computer:**

#### Email Attachment:

- Know where your form is saved on your computer (Desktop, Folder)
- Open your email and set up a new message
- Click on the “Paperclip” icon or choose “Attach Files” from the drop down/pop up menu.
- Navigate to the location of your form; click on it to select and attach it to the email.

### **On your iPad:**

- You need to be in the form. Tap the “Share” icon in the upper right corner (rectangle with an arrow coming out of it).
- Tap “Share a Copy” – there will be a horizontal arrangement of Apps that you can select from; select email.
- Form will automatically appear in a new email form – type in the recipient, subject and your message; Send.

## **Scanning your Completed Printed Form**

If you are in a situation where you need to print and scan your form, here are some easy solutions:

- Use the camera on your phone to take pics of each page. You will need good lighting; best if you position paper on a dark surface; beware of casting a shadow on the page when taking the pic.
- Use an app like “TurboScan” (free) on your SmartPhone or iPad to easily scan and send documents
- On an iPad, there is a slick feature in the “Notes” app, which comes with the iPad. Open “Notes” and tap on the Camera at the top of the page; choose Scan Documents from the pop-up box, follow the onscreen directions.