

How to Save and Send Fillable PDF Forms

This document provides step-by-step instructions on how to complete a fillable PDF form. Document formats may include preset:

- Tables
- Boxes to check
- Sections identified for fill-in text or numbers

Save and Send Fillable PDF Form:



1. *Download and Save* the document
2. *Open* the document in Adobe Acrobat (**NOT** Adobe Reader)
 - a. **If you open the document in Adobe Reader and enter your information, the form will not save your information!**
3. You are now ready to enter information. Using your mouse pointer or tab key, move inside the document to a section or location that needs to be completed.
4. *Save As PDF* with a DIFFERENT file name
 - a. Label your new document with name and date to your chosen location
5. To EDIT the completed form:
 - a. *Open* in Adobe Acrobat (**NOT** Adobe Reader)
 - b. Edit as needed
 - c. *Save As PDF* (you can choose the old file name and replace the file, or edit the file name to keep both copies)
6. To SEND the completed form, attach it to an email (be sure to select the file name for the document you entered your information on)