How to Fill PDFs Electronically Using Adobe Reader

When having to fill out a PDF form, some forms can be filled electronically. If your PDF form is fillable, here's how you fill it out and print the completed form. For more information, see Adobe's Support Page on completing electronic forms.

1. Make sure you have Adobe Reader installed on your computer.

- Faculty or staff members with a valid SJSUOne ID can use DocuSign to have recipients fill out and sign documents online. Refer to our DocuSign FAQs for more information.
- Download the fillable form onto your computer and open the file in Adobe Reader.
- To make form fields easier to identify, click the **Highlight Existing Fields** button on the document message bar, if necessary.
- Select the **Hand Tool**.
- Select the fillable **highlighted** field on your form. An I-beam will appear for you to type in the text or arrow to select or check boxes.
- Fill in the necessary information for each field.
  Example:

STATUS (check one):

Student	✓	Staff – SJSU Research Foundation		Research Affiliate	
Faculty		Staff – Tower Foundation		MLML Adjunct Faculty	
Staff - SJSU		Research Faculty/Consortium Faculty		*Volunteer/Visiting Researcher	

incl interns, non-MLML colleagues, see instructions

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- Once you have finished filling the form, **Save** your form by printing as a PDF in order to email or print.
  - **Windows:**
    - Select **File** > **Print**.
    - Choose **Adobe PDF** as the printer in the Print dialog box.

    - Click **Print**. Type a name for your file, and click **Save**.
- **MacOS:**
    - Select **File** > **Save As**.
    - Select a location to save, type a name for your file, and click **Save.**
    - To flatten your form so that it cannot be edited, open the file in the MacOS **Preview** application.
    - Select **File** > **Export As PDF...**
    - Select a location to save, type a name for your file, and click **Save.**

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